

FINANCE COMMITTEE

AGENDA

July 10, 2019

7:30 AM

304 E. Grand River, Board Chambers, Howell MI 48843

Pages

1. **CALL MEETING TO ORDER**
2. **ROLL CALL**
3. **APPROVAL OF MINUTES** 4
Meeting minutes dated: June 19, 2019
4. **TABLED ITEMS FROM PREVIOUS MEETINGS**
5. **APPROVAL OF AGENDA**
6. **CALL TO THE PUBLIC**
7. **REPORTS**
 - 7.1 **MERS**
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12. CALL TO THE PUBLIC

13. ADJOURNMENT

FINANCE COMMITTEE

MEETING MINUTES

June 19, 2019, 7:30 a.m.

304 E. Grand River, Board Chambers, Howell MI 48843

Members Present:

Carol Griffith, Douglas Helzerman, William Green , Donald Parker, Robert Bezotte, Dennis Dolan , Gary Childs, and Wes Nakagiri

Members Absent:

Kate Lawrence

1. CALL MEETING TO ORDER

The meeting was called to order by Commissioner Carol Griffith at 7:30 a.m.

2. ROLL CALL

Indicated the presence of a quorum.

3. APPROVAL OF MINUTES

Meeting minutes dated: June 5, 2019

Motion to approve the minutes as presented.

Moved by: G. Childs

Seconded by: D. Helzerman

Yes (8): C. Griffith, W. Green , D. Helzerman, D. Parker, R. Bezotte, D. Dolan , G. Childs, and W. Nakagiri

Absent (1): K. Lawrence

Motion Carried (8-0-1)

4. TABLED ITEMS FROM PREVIOUS MEETINGS

None.

5. APPROVAL OF AGENDA

Commissioner Nakagiri moved to remove 8.2 LETS Resolution per Board Rules.

Discussion

There was no second, and the motion was not considered.

Motion to approve the Agenda as presented.

Moved by: D. Dolan

Seconded by: G. Childs

Yes (8): C. Griffith, W. Green , D. Helzerman, D. Parker, R. Bezotte, D. Dolan , G. Childs, and W. Nakagiri

Absent (1): K. Lawrence

Motion Carried (8-0-1)

6. CALL TO THE PUBLIC

None.

7. REPORTS

7.1 Employee Recognition - 1st Quarter 2019

Commissioner Griffith presented an award to Mary Kuzner, Vital Records Clerk, for excellent customer service during the 1st Quarter of 2019.

Commissioner Parker exited 7:51 a.m. and returned at 7:52 a.m.

7.2 Plante Moran

2018 Livingston County Financial Audit

Tom Kempa and Joe Heffernan presented the details of the County's Financial Audit and Single Audit of Federal Grants and answered questions from Commissioners.

8. RESOLUTIONS FOR CONSIDERATION

8.1 Board of Commissioners

Resolution to Accept the 2018 Livingston County Financial Audit

Recommend Motion to the Board of Commissioners.

Moved by: W. Green

Seconded by: G. Childs

Yes (8): C. Griffith, W. Green , D. Helzerman, D. Parker, R. Bezotte, D. Dolan , G. Childs, and W. Nakagiri

Absent (1): K. Lawrence

Motion Carried (8-0-1)

8.2 LETS

Resolution Authorizing Intergovernmental Agreement for Transportation Services between Livingston County (LETS) and Hamburg Township

Greg Kellogg presented the resolution and answered questions.

Recommend Motion to the Board of Commissioners.

Moved by: W. Nakagiri
Seconded by: R. Bezotte

Yes (7): C. Griffith, W. Green , D. Helzerman, D. Parker, R. Bezotte, D. Dolan , and G. Childs
No (1): W. Nakagiri
Absent (1): K. Lawrence

Motion Carried (7 -1-1)

8.3 Animal Shelter

Resolution to Establish the Animal Shelter Donation Fund Budget

Jennifer Nash answered questions from the Committee.

Recommend Motion to the Board of Commissioners.

Moved by: G. Childs
Seconded by: D. Helzerman

Yes (8): C. Griffith, W. Green , D. Helzerman, D. Parker, R. Bezotte, D. Dolan , G. Childs, and W. Nakagiri
Absent (1): K. Lawrence

Motion Carried (8-0-1)

8.4 Jail

Resolution Authorizing an Agreement with Blue Cross Blue Shield for Discounted Medical Billing

Recommend Motion to the Board of Commissioners.

Moved by: D. Dolan
Seconded by: W. Green

Yes (8): C. Griffith, W. Green , D. Helzerman, D. Parker, R. Bezotte, D. Dolan , G. Childs, and W. Nakagiri
Absent (1): K. Lawrence

Motion Carried (8-0-1)

8.5 Drain Commissioner

Resolution to Establish New Fees for the Soil Erosion Control Program

Michelle LaRose presented the resolution.

Recommend Motion to the Board of Commissioners.

Moved by: D. Helzerman
Seconded by: G. Childs

Yes (8): C. Griffith, W. Green , D. Helzerman, D. Parker, R. Bezotte, D. Dolan , G. Childs, and W. Nakagiri
Absent (1): K. Lawrence

Motion Carried (8-0-1)

8.6 Drain Commissioner

Resolution to Establish New Fees for Drainage Review

Recommend Motion to the Board of Commissioners.

Moved by: R. Bezotte

Seconded by: D. Helzerman

Yes (8): C. Griffith, W. Green , D. Helzerman, D. Parker, R. Bezotte, D. Dolan , G. Childs, and W. Nakagiri
Absent (1): K. Lawrence

Motion Carried (8-0-1)

8.7 Board of Commissioners

Resolution Granting a Drainage Easement to JAY512, LLC, for its Grand River Party Store Development for Storm Water Discharge Purposes

Architect, David McDade, and Owner, Sandeep Ghelani, were present to answer questions from Committee.

Recommend Motion to the Board of Commissioners.

Moved by: D. Dolan

Seconded by: G. Childs

Yes (8): C. Griffith, W. Green , D. Helzerman, D. Parker, R. Bezotte, D. Dolan , G. Childs, and W. Nakagiri
Absent (1): K. Lawrence

Motion Carried (8-0-1)

9. ANNUAL REPORTS

9.1 Sheriff's Office

Sheriff Murphy presented the Annual Report.

9.2 Facility Services

Chris Folts presented the Annual Report.

Commissioner Green exited at 9:16 a.m. and returned at 9:18 a.m.

10. CLAIMS

Miscellaneous Claims Dated: June 19, 2019

Recommend Motion to the Board of Commissioners.

Moved by: G. Childs

Seconded by: R. Bezotte

Yes (8): C. Griffith, W. Green , D. Helzerman, D. Parker, R. Bezotte, D. Dolan , G. Childs, and W. Nakagiri
Absent (1): K. Lawrence

Motion Carried (8-0-1)

11. PREAUTHORIZED

Computer Print-out Dated: June 6 through June 19, 2019

Recommend Motion to the Board of Commissioners.

Moved by: W. Green

Seconded by: D. Dolan

Yes (8): C. Griffith, W. Green , D. Helzerman, D. Parker, R. Bezotte, D. Dolan , G. Childs, and W. Nakagiri
Absent (1): K. Lawrence

Motion Carried (8-0-1)

12. CALL TO THE PUBLIC

None.

13. ADJOURNMENT

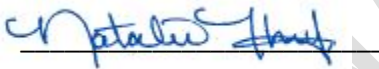
Motion to adjourn the meeting at 9:27 a.m.

Moved by: D. Helzerman

Seconded by: G. Childs

Yes (8): C. Griffith, W. Green , D. Helzerman, D. Parker, R. Bezotte, D. Dolan , G. Childs, and W. Nakagiri
Absent (1): K. Lawrence

Motion Carried (8-0-1)



Natalie Hunt, Recording Secretary

RESOLUTION

NO: 2019-06-095

LIVINGSTON COUNTY

DATE: June 24, 2019

Resolution Granting a Drainage Easement to Morgan Properties, LLC, of Flushing, MI, for its Grand River Party Store Development for Storm Water Discharge Purposes - Board of Commissioners

- WHEREAS,** Mr. Sandeep Ghelani, Resident Agent of Morgan Properties, LLC, of Flushing, MI, is redeveloping property located at 2425 W. Grand River Avenue, in Howell Township, to include a building approximately 7,500 square feet in size that contains a convenience store/take out food establishment, along with an automobile detailing facility (tax identification nos. 06-27-400-002 and 16-27-400-003); and
- WHEREAS,** the subject property is located on Grand River Avenue, across from VG's Food Center, East of Prince of Peace Church and West of Myers Automotive, abutting the vacant land of our West Complex to the South; and
- WHEREAS,** both Howell Township and the Livingston County Drain Commissioner's office require a storm water detention system and, as the site design was being developed, it was determined that the outlet from the detention be located at the rear of the property and discharge into the City of Howell Drain, which runs through the County's West Complex; and
- WHEREAS,** the office of the Livingston County Drain Commissioner maintains County Drains within Livingston County in accordance with the provisions of the Michigan Drain Code, Act 40 of the Public Acts of 1956, as amended; and
- WHEREAS,** the Drain Commissioner's office approved the outlet design, which will minimize long term damage to the Howell City Drain, but requires grading and pipe installation across a section of the County's West Complex being land approximately 50 feet by 25 feet; and
- WHEREAS,** JAY512, LLC, will obtain all necessary state, federal, and local permits for the work to be done, including soil erosion permits from the Drain Commissioner's office.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves the granting of a Drainage Easement to Morgan Properties, LLC, of Flushing, MI, across that part of Livingston County's West Complex as shown on the attached plans, for access to the City of Howell Drain for storm water detention discharge from development of property located at 2425 W. Grand River Avenue, Howell Township, Michigan.

BE IT FURTHER RESOLVED that the Chairman of the Livingston County Board of Commissioners is authorized to sign all Easement forms, assurances, contracts or agreements related to the above upon review and/or preparation of Civil Counsel.

BE IT FURTHER RESOLVED that Morgan Properties, LLC, of Flushing, MI, shall place a deposit with the County in the amount of \$5,000 to guarantee the performance of construction of the outlet. The Drain Commissioner shall review and approve of the proposed construction within the easement.

BE IT FURTHER RESOLVED that the abovementioned deposit shall be returned to Morgan Properties, LLC, of Flushing, MI, upon successful completion of the outlet construction.

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MOVED:

SECONDED:

CARRIED:



Livingston County Board of Commissioners
County Administration Building
304 E. Grand River Avenue Suite 201
Howell, MI 48843

5.31.19

To Whom It May Concern,

My name is David McDade and I own and operate Roark Galt Architects in Clio, Michigan.

I was hired by Mr. Sandeep Ghelani to design a building approximately 7,500 s.f. in size that contains a convenience store/take out food establishment along with an automobile detailing facility.

This building is located at 2425 W. Grand River Ave in Howell Township 48843. The existing property contains two parcels (have since been combined into one parcel) that has a single-family dwelling (empty) on one and an empty parcel next door.

Being that this property is being redeveloped one of the requirements of both Howell Township and Livingston County is the need for storm water detention. As the site design was being developed it was suggested (with my approval) that the outlet from the detention be located at the rear of the property and discharge into the area of Bennett Lake and the City of Howell Drain. Later in the process I was informed that the labeling of Bennett Lake is incorrect, though this is currently indicated as such on all Livingston County documentation. To avoid any confusion, it was decided to continue labeling as is.

In order to discharge into the City of Howell Drain system we must utilize property owned by Livingston County.

It has been reported to me that prior to receiving final approval from The Livingston County Drain Office, MDOT, and Spicer Engineering (they are providing the county engineering), we must receive approval from the Livingston County Board of Commissioners.

I have included several documents showing the site play layout, the discharge of the pipe, a colored rendition of the building itself, and letters from the Drain office and MDOT indicating the need of your approval.

Please note on the plans we have designated an area that will be an official drainage easement. While the easement is indicated on the plans, it has not yet been recorded with the County nor Howell Township. We will provide all required documentation and recording of this easement upon your approval of the discharge.

We are hoping you will approve of this request as we believe this project will be a considerable improvement to the area and community.

Of course, if you need any further information please do not hesitate to contact me.

Thank you for your time and consideration.

Best Regards,


David J. McDade, Architect/CEO
Roark Galt Architects
(231) 557-3304
Email: rgarchs@gmail.com





Livingston County GIS, Livingston County IT/GIS, SEMCOG, Livingston County IT/GIS



Livingston County, Michigan
Information Technology Department
G.I.S. Division
304 E. Grand River Ave., Howell, MI 48843
517.548.3230
<http://www.livgov.com/gis>

110 55 0 110 220 Feet
1 inch = 167 feet

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Printed: 6/13/2019
Aerial Year: 2015

MAP INTERPRETATION NOTICE
Map information depicted is not intended to replace or substitute for any official or primary source. This map was intended to meet National Map Accuracy Standards and use the most recent, accurate sources available to the people of Livingston County. Boundary measurements and area calculations are approximate and should not be construed as survey measurements.



2425 W GRAND RIVER HOWELL TOWNSHIP, MICHIGAN 48843

EXISTING LEGAL DESCRIPTION:

LAND SITUATED IN THE STATE OF MICHIGAN, COUNTY OF LIVINGSTON,
TOWNSHIP OF HOWELL DESCRIBED AS FOLLOWS:

SECTION 27 COMMENCING 200.0' SOUTH 68°15' EAST FROM THE
SOUTH □ POST OF SECTION 27:

THENCE SOUTH 68°15' EAST 99.5' ((R)S.68°E. 99.5')

THENCE NORTH 13°45' EAST 439.00' ((R)N.13°E.) TO CENTER LINE OF U.S.16

THENCE NORTH 12 □ WEST 99.5' ((R)N.12°W. 99.5')

THENCE SOUTH 13°45' WEST 435.00' ((R)S.13°W. 423.00')

TO THE POINT OF BEGINNING.

PID# 4106-27-400-003

AKA: 2425 GRAND RIVER

OWNER/DEVELOPER

SANDEEP (SUNNY) GHELANI
2450 W. GRAND RIVER AVE.
HOWELL, MI 48843
(517) 303-0222

LAND SITUATED IN THE STATE OF MICHIGAN, COUNTY OF LIVINGSTON,
TOWNSHIP OF HOWELL DESCRIBED AS FOLLOWS:

SECTION 27 & 34 COMMENCING 299.5' SOUTH 68°15' EAST FROM THE
SOUTH □ POST OF SECTION 27:

THENCE NORTH 13°45' EAST 389.00'

THENCE SOUTH 12 □ EAST 99.5'

THENCE SOUTH 13°45' WEST 393.5'

THENCE NORTH 68°15' WEST 99.5'

TO THE POINT OF BEGINNING.

PID# 4106-27-400-002

AKA 2395 GRAND RIVER

NOTE: CURRENT LEGAL DESCRIPTIONS AS RECORDED OF LOTS DOES NOT
CLOSE THE PROPERTIES AS REQUIRED.

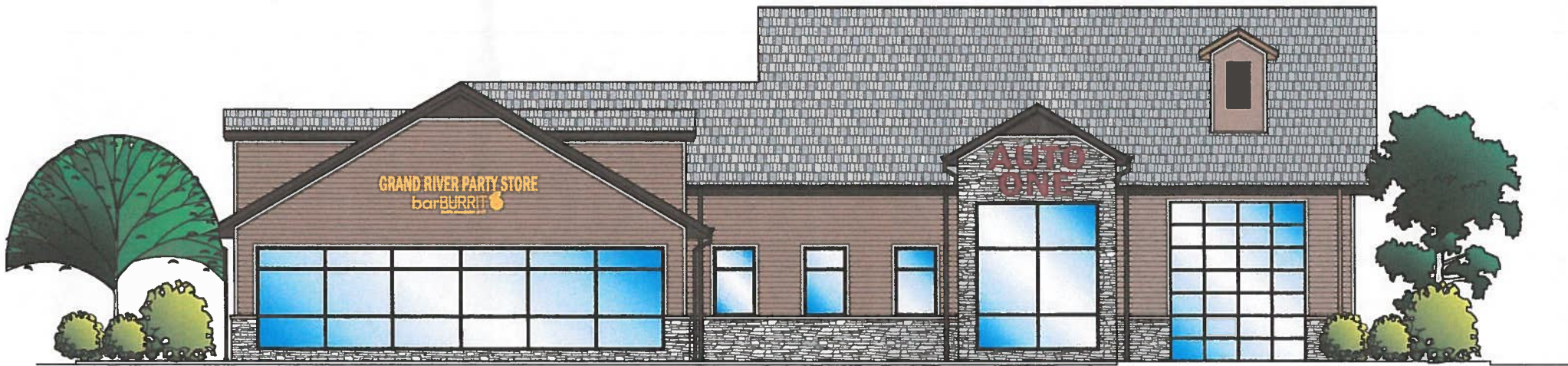
NOTE: BOTH LOTS WILL BE COMBINED INTO SINGLE LOT
WITH NEW LEGAL DESCRIPTION PRIOR TO FINAL SITE APPROVALS
SEE NEW LEGAL DESCRIPTION BELOW.

COMBINED DESCRIPTIONS:

PART OF THE SOUTHEAST 1/4 OF SECTION 27 AND NORTHEAST 1/4 OF SECTION 34, T3N,
R4E, HOWELL TOWNSHIP, LIVINGSTON COUNTY, MICHIGAN, DESCRIBED AS: BEGINNING AT
A POINT THAT IS S 68°15' E, 200.00 FEET FROM THE SOUTH 1/4 CORNER OF SECTION 27,
THENCE N 13°39'29" E, 432.53 FEET TO THE CENTERLINE OF U.S. 16; THENCE S 12°00' E,
99.50 FEET ALONG SAID CENTERLINE OF U.S. 16; THENCE S 13°45' W, 50.00 FEET; THENCE
S 12°00' E, 99.50 FEET; THENCE S 13°45' W, 393.50 FEET; THENCE N 68°15' W, 199.70 FEET
TO THE POINT OF BEGINNING. RESERVING THEREFROM THAT PART USED, TAKEN OR
DEEDED FOR W. GRAND RIVER (U.S. 16), SO-CALLED, CONTAINING 1.88 ACRES MORE OR
LESS.

NOTE: DESCRIPTION WRITTEN FROM PROVIDED DESCRIPTION RECORDS ONLY, NO FIELD
SURVEY PERFORMED.

PRIOR TO COMMENCING WORK, A NEW FIELD SURVEY WILL BE PERFORMED TO VERIFY
WITH THE NEW LEGAL DESCRIPTION.



NORTH ELEVATION

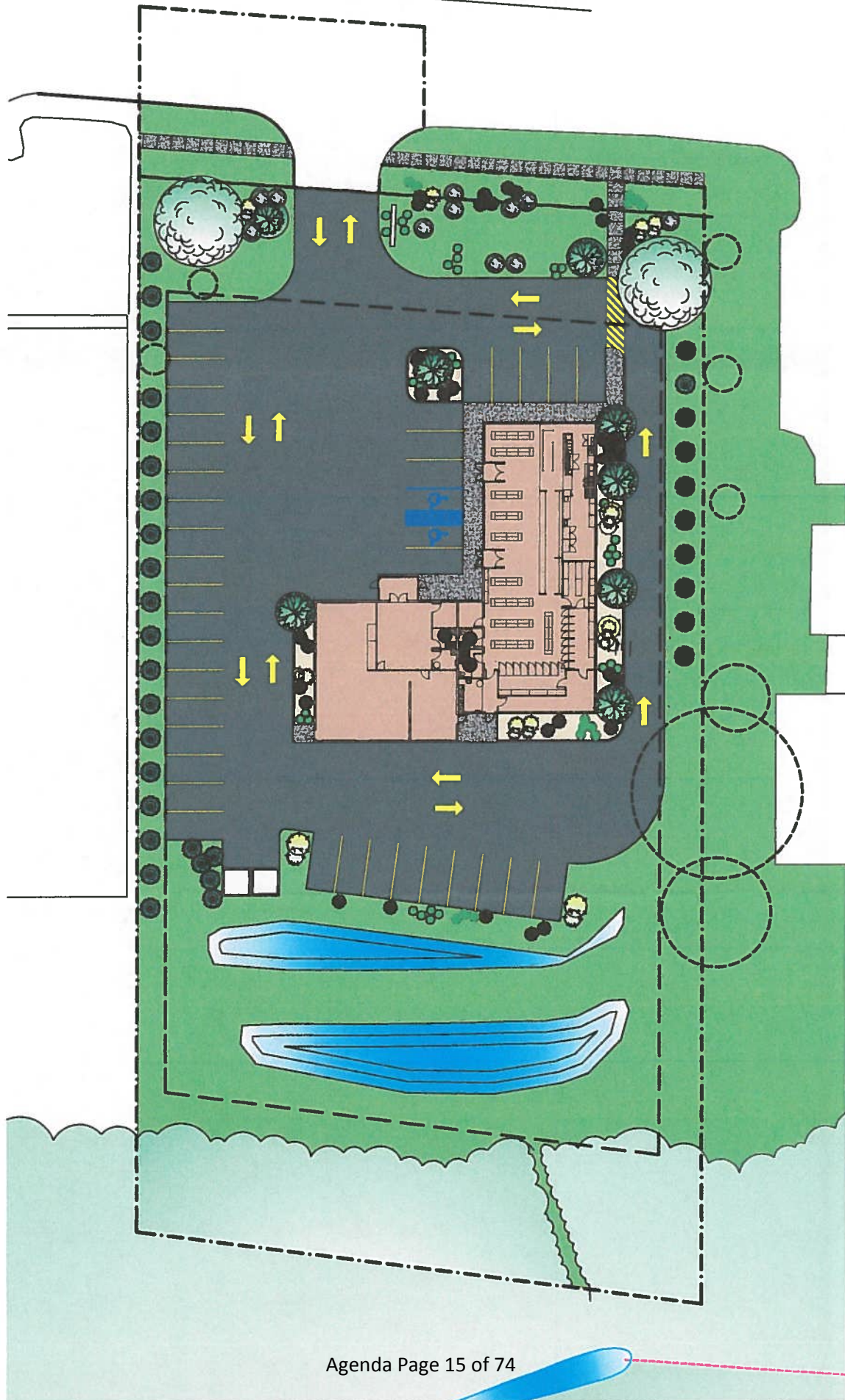
316' x 1'-0"

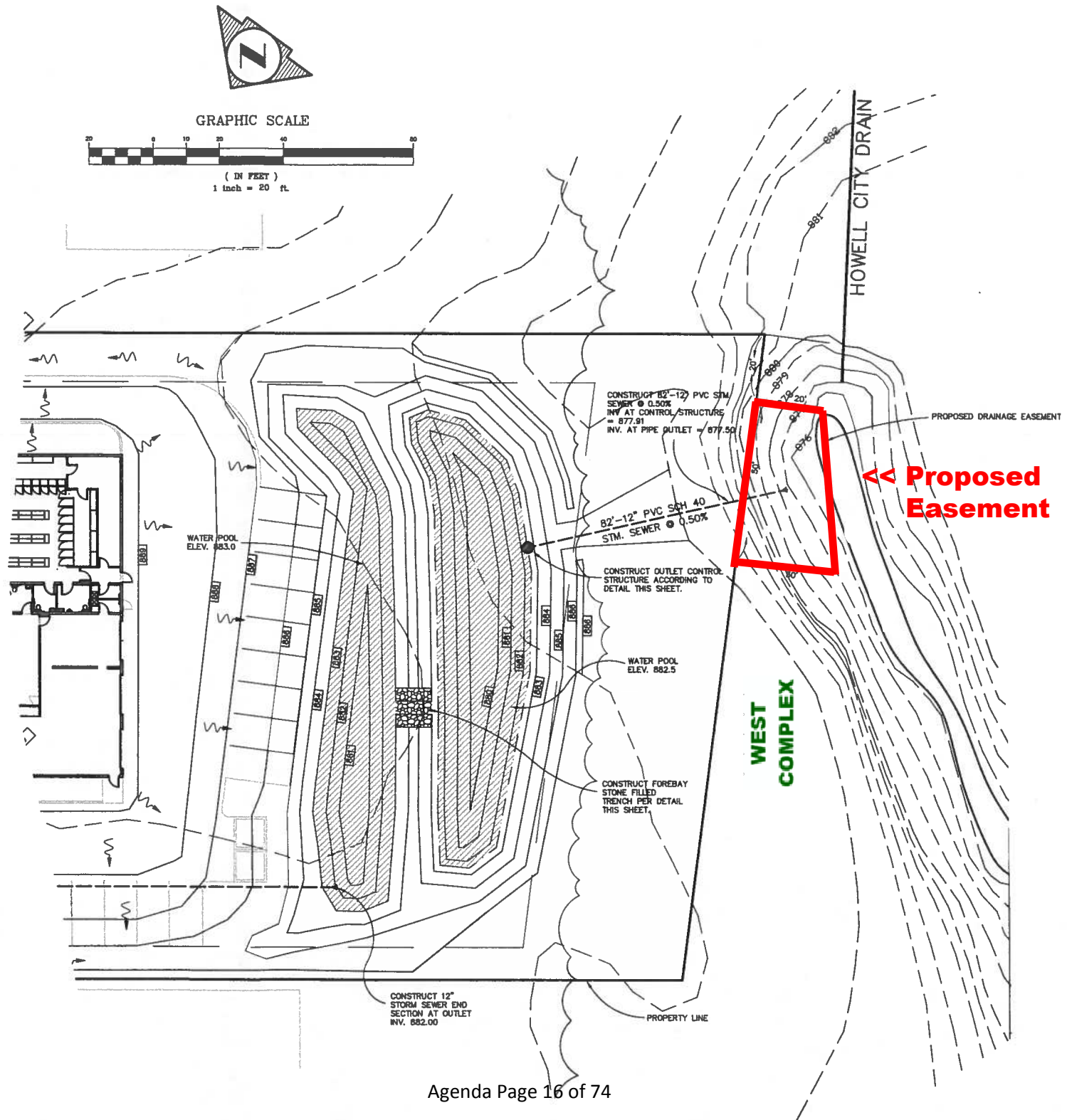


WEST ELEVATION

3/16" = 1'-0"

GRAND RIVER





DASHED LINE INDICATES EXTENT OF
GRADING CHANGE FOR THIS PROJECT -
AMOUNT OF AREA BEING DISTURBED WITHIN EXTENTS
= 63,248.89 S.F. OR 1.42 ACRES.

How

SILT FENCE TO SURROUND
AREA OF OUTLET PIPE

EMERGENCY SPILLWAY
PROVIDE R/R RAP ON
GEO FABRIC BLANKET

DEFLECTION AND DEPRESSIONS OF BASIN SHALL BE MONITORED, TOP SOILED, SEEDED, MULCHED AND TACKED PRIOR TO THE START OF MASSIVE EARTH DISRUPTION.

PRIOR TO THE COMPLETION OF THE PROJECT
THE STONE AROUND THE STANDPIPE
STRUCTURE SHALL BE REFRESHED WITH CLEAN STONE.

THIS LINE REPRESENTS AREA OF PROPOSED EASEMENT. UPON APPROVAL OF PLANS, EASEMENT BOUNDARY DESCRIPTION WILL BE SUBMITTED AND RECORDED AS REQ'D.

**WEST
COMPLEX**

NOTE: ALL RIP RAP MUST BE PLACED OVER KEYED IN
GEO FABRIC



Livingston County Drain Commissioners Office

Soil Erosion and Sedimentation Control (SESC) Division

Under the Provisions of Part 91 of Act 451 as Amended, and the Livingston County SESC Ordinance

2300 E. Grand River Ave., Suite 105, Howell, MI 48843

Phone: 517-546-0040

www.livgov.com/drain

SOIL EROSION AND SEDIMENTATION CONTROL PLAN REVIEW

PROJECT NAME: Grand River Party Store

REVIEW #: PSCREV2018-00131

REVIEWED BY: Rod Soos

REVIEW DATE: 05/28/2019

MUNICIPALITY: Howell

Township

Please Note:









This plan review is for the proposed Soil Erosion and Sedimentation Control (SESC) measures only. Any deficiencies in the SESC plan must be addressed, and the plans resubmitted and approved, before this office will issue a SESC permit for the proposed project. **This is not a review of the proposed drainage system.** Any changes required by Stormwater Drainage review that are made after this SESC review, may affect this SESC review and will need to be evaluated.

Your plans have passed SESC review.

Prior to permit issuance the items listed below will need to be submitted along with the agreement with Livingston County for work within the county drain property.

No work other than demolition of buildings is approved at this time – no grading or any other earth disturbance until all of the items listed below as well as the access agreement have been submitted to our office.

We will need the following items submitted prior to issuing the permit:

-  Commercial Application with all sections complete. *Note: Be sure to include the Storm Water Operator Information.*
-  Right of Entry Agreement.
-  Administrative fee of \$480.00
-  First 4 months of inspection fees \$400.00 (balance to be invoiced at the end of the project if over 4 months).
-  Bond from the owner \$3093.00 (Surety bonds and Letters of Credit must be on LCDC forms which are available at www.livgov.com/drain. If submitting a cashier's check, LCDC requires a 10-day waiting period to verify that it clears.)
-  Stormwater Drainage Review approval letter.
-  Land Use Permit.
-  Agreement with Livingston County for work within the county drain property.

Call this office at **517-546-0040** during regular working hours with any questions or comments regarding this review.

To: "Drury, James (MDOT)" <DruryJ@michigan.gov>
Cc: Sandeep Ghelani <Gsd_555@yahoo.com>

Hello James, is the discharge to Bennett Lake the only issue? We appear to be in a Catch 22 because the Drain Office is waiting for approval from Spicer Engineering, Spicer has informed me to not send them final plans until we have an approval letter from the Drain Office (we have their approval but an easement has not been issued for the drainage) and an approval letter from MDOT, and now MDOT wants a drainage easement prior to their approval.

As you see we are stuck.

I will contact the drain office to see what they think.

Thank you

Dave
[Quoted text hidden]

Drury, James (MDOT) <DruryJ@michigan.gov>
To: David McDade <rgarchs@gmail.com>
Cc: Sandeep Ghelani <Gsd_555@yahoo.com>

Fri, May 31, 2019 at 7:30 AM

Dave,

All your other issues have been addressed. MDOT will not give you final approval until this discharge easement has been approved. Getting the approval letter from the drain office is the next step to getting this permit. The only changes that we will have to your final plans is that discharge pipe(if there is no approval). I would assume your other plan sets are final. Hopefully the drain office and Spicer can work something out.

[Quoted text hidden]

David McDade <rgarchs@gmail.com>
To: "Drury, James (MDOT)" <DruryJ@michigan.gov>, Luk Dedvukaj <luk@metrogeneralcontractorsinc.com>, eve@metrogeneralcontractorsinc.com, Jay Bivins <jay@metrogeneralcontractorsinc.com>
Cc: Sandeep Ghelani <Gsd_555@yahoo.com>

Fri, May 31, 2019 at 9:12 AM

Ok thank you sir. I've contacted the Livingston County Board of Commissioners and am addressing them for approval of the discharge pipe. As soon as we get that approval I will get a copy to you.

Dave
[Quoted text hidden]

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution Revising Vital Records, Expedite, and Marriage Waiver Fees – County Clerk

WHEREAS, Public Act 368 of 1978 as amended, specifically MCL 333.2891, allows the Board of Commissioners to adopt a system of fees for vital records within their county; and

WHEREAS, MCL 333.2891(18) requires the fees charged for vital records to alleviate any burden to the taxpayers to provide the vital records program; and

WHEREAS, the fees for vital records and the marriage waiver fee have not been increased since November 7, 2005; and

WHEREAS, the cost of conducting the business of the vital records division has increased; and

WHEREAS, the fees being recommended are based on the cost of the vital records department as calculated by the Livingston County Fiscal Services staff and the number of certified documents issued by the vital records division during 2018.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby establish the vital record fees as follows:

- (a) A search including one (1) certified copy or an official statement that a record could not be located: \$25.00
- (b) Additional identical copies ordered at the same time: \$10.00
- (c) Senior Citizens (65 years or older) a search including one (1) certified copy: \$14.00
- (d) Expedite Fee: \$50.00
- (e) Marriage Waiver: \$50.00

BE IT FURTHER RESOLVED that this resolution will become effective on September 1, 2019.

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MOVED:
SECONDED:
CARRIED:



ELIZABETH HUNDLEY LIVINGSTON COUNTY CLERK

County Clerk
200 E. Grand River Ave.
Howell, MI 48843
Phone: (517) 546-0500
countyclerk@livgov.com

Circuit Court Clerk
204 S. Highlander Way, Suite 4
Howell, MI 48843
Phone: (517) 546-9816
wclerks@livgov.com

MEMORANDUM

TO: Livingston County Board of Commissioners
FROM: Elizabeth Hundley
RE: Request to Revise Vital Record Fees
DATE: June 24, 2019

I am requesting your consideration and approval of this resolution revising the fees charged for certified copies of vital records (birth, death, and marriage) and optional fees incurred when obtaining a marriage license. The current fees took effect on November 7, 2005.

MCL 333.2891 allows the Board of Commissioners to adopt certain fees for vital records within their county subject to a maximum rate. The law states the fees charged shall alleviate any burden to the taxpayers to provide this program. In addition, the county clerk has always charged a fee to waive the required 3-day waiting period for a marriage license as well as charged an expedited fee when requested by a marriage license applicant.

The fees I am recommending are within the legal limits and seek to alleviate any burden to the taxpayers to provide this program. The recommended certified copy fees are based on the cost of the vital records portion of the Clerk's Office as determined by the Livingston County Fiscal Services staff and the number of certified records issued during 2018. The recommended marriage waiver and expedited fees are based on the staff time to prepare the waiver and to expedite the marriage license.

<u>Product or Service:</u>	<u>Current Fee</u>	<u>Proposed Fee</u>
Search with first certified copy	\$15	\$25
Additional copy ordered at the same time	\$5	\$10
Senior Citizen (65 years or older) with first certified copy	\$7	\$14
Expedited Marriage License Fee	\$25	\$50
Marriage Waiver Fee	\$25	\$50

I am basing my recommendations on the information available to me at this time and reasonable projections. My best efforts do not guarantee perfection!

As always, please do not hesitate to contact me if you have questions regarding this matter.

PUBLIC HEALTH CODE (EXCERPT)
Act 368 of 1978

333.2891 Search for vital record; request; fee; official statement if record not located; verification of identity; fees for search, establishment, or registration; furnishing copies without charge; fees for creation of new vital records and corrections of vital records; additional fees; disposition of fees; system of fees for local registrars; vital records fund.

Sec. 2891. (1) The state registrar or a local registrar shall, upon receipt of a written request and payment of the prescribed fee, conduct a search for a vital record for an individual who purports to be eligible under section 2882 or for an agency under section 2883(2) to receive a certified copy, administrative use copy, or a statistical use copy of the requested vital record.

(2) If a search for a vital record is conducted by the state registrar and the vital record cannot be located, the state registrar shall issue an official statement that the vital record could not be located instead of a certified copy or an administrative use copy of the vital record. If a search for a vital record is conducted by a local registrar and the vital record cannot be located, the local registrar is not required to issue an official statement as described in this subsection, and the local registrar may waive the prescribed fee.

(3) The state registrar or a local registrar may require an applicant who requests a certified copy, an administrative use copy, or a statistical use copy of a vital record to provide verification of his or her identity before releasing the vital record if eligibility for the vital record is restricted under section 2882.

(4) Subject to subsection (8), the fees for a search for a vital record are as follows:

(a) A search including 1 certified copy, 1 administrative use copy, or 1 statistical use copy of a vital record or an official statement issued by the state registrar that a vital record could not be located.....	\$ 34.00
(b) Additional identical copies ordered at the same time.....	\$ 16.00
	per copy
(c) Additional years searched.....	\$ 12.00
	per year
(d) An authenticated copy.....	\$ 42.00
(e) Additional authenticated copies ordered at the same time.....	\$ 26.00
	per copy
(f) Verification of facts delineated in section 2881(2).....	\$ 18.00
(g) Except as otherwise provided in subdivision (h), a request for an expedited search for a vital record under this subsection.....	\$ 12.00
(h) A request for an expedited search for an authenticated copy of a vital record under subdivision (d).....	\$ 25.00

(5) The fees for establishment or registration of a vital record are as follows:

(a) Application for establishment of a delayed certificate of birth or death that includes 1 certified copy or an official denial of the application.....	\$ 50.00
(b) Registration of a delayed certificate of birth for a foreign born adopted child that includes 1 certified copy.....	\$ 50.00

(6) Upon formal application of a soldier; sailor; marine; member of the coast guard; nurse; member of a women's auxiliary; or other person who is entitled to a bonus, a pension, or other compensation under a law of this state, the United States, or another state or territory of the United States or a service auxiliary for a vital record for the purpose of obtaining the bonus, pension, or compensation, the state registrar shall furnish 1 certified copy of the vital record requested without charge. If the person entitled to the vital record is deceased or mentally incompetent, the state registrar may furnish the copy to an heir, guardian, or legal representative of the person. The state registrar shall label a certified copy furnished under this subsection with the following statement: "for veteran's benefits only, not for personal use".

(7) Upon formal application, the state registrar or a local registrar shall furnish a certified copy of a vital record without charge to a licensed child placing agency representing a child for adoption purposes. The state registrar or local registrar shall label a certified copy provided under this subsection with the following statement: "for adoption purposes only, not for personal use".

(8) Upon formal application, the state registrar shall charge a person 65 years of age or older a fee of \$14.00 for a search for and 1 certified copy of his or her birth record.

(9) The state registrar shall charge the following fees for the creation of new vital records and corrections of vital records:

(a) Application to create a new certificate of birth following an adoption; legal change of name for minors; acknowledgment of paternity; sex change; legitimation; order of filiation; or a request to replace a court filed certificate of adoption..... \$ 50.00

(b) Subject to subsection (10), application received within 1 year of the date of the event to create a new certificate of birth or death to correct obvious minor errors and omissions..... \$ 50.00

(c) An application with a request for an expedited creation of a new certificate under this subsection..... \$ 25.00

(10) The errors and omissions that may be corrected under subsection (9)(b) are limited to the following:

- (a) The addition of a given first or middle name if a name was not recorded at the time of filing.
- (b) A change to a social security number.
- (c) The addition of information originally specified as unknown or that was omitted by error.
- (d) A minor spelling change.

(11) The state registrar shall charge a fee of \$50.00 for an application to amend birth and death records more than 1 year after the date of the event for the purpose of adding information or correcting an error in information recorded on the document. The state registrar shall charge a fee of \$25.00 for an application with a request for an expedited amendment to a birth or death record under this subsection.

(12) The state registrar shall not charge a fee for any of the following:

(a) Changing a vital record to correct an error made within the office of a local registrar or the state registrar.

(b) Correcting an error if the correction is initiated by the state registrar.

(c) Correcting a vital record if the correction is requested by a county medical examiner for a case within his or her jurisdiction.

(d) Correcting a record if the correction is ordered by a court of competent jurisdiction following denial by the department of an application to make the correction.

(e) Correcting a vital record if the correction is requested by a public agency that is the guardian of the individual to whom the vital record pertains.

(13) The state registrar shall charge a fee of \$50.00 for an application to amend a birth record regarding a documented legal change of name for an adult. The state registrar shall charge a fee of \$25.00 for an application with a request for an expedited amendment to a birth record under this subsection.

(14) The state registrar or a local registrar with approval of the state registrar may charge a reasonable fee to cover the costs of special services performed pursuant to section 2883, 2884, or 2888.

(15) A local registrar shall deposit fees collected under this section as the governing body of the city or county directs. The state registrar shall transmit fees collected under this section to the state treasurer for deposit into the vital records fund created in section 2892.

(16) The state registrar shall charge a fee of \$12.00 for an application for a copy or a certified copy of a vital records-related document, including, but not limited to, a completed application submitted under this section or a document submitted under this section to support a requested change to a vital record.

(17) The state registrar or a local registrar shall not charge a fee other than a fee prescribed in this section. However, a local governmental unit may adopt a system of fees for local registrars under the jurisdiction of the local governmental unit for a search that provides for fees less than those set forth in this section, and a charter county with a population of more than 2,000,000 may adopt a system of fees for a local registrar under the jurisdiction of that charter county that provides for fees more than those set forth in this section. However, a charter county shall not impose a fee that is greater than the cost of the service for which the fee is charged.

(18) For searches under subsection (4), a local registrar shall charge fees according to the following:

(a) The governing body of a local governmental unit that has jurisdiction over a local registrar may adopt a system of fees for the local registrar that provides for fees less than or equal to the fees set forth in subsection (4). These fees shall be used for the maintenance and sustenance of the vital records fees program only. The fees shall alleviate any burden to the taxpayers to provide this worthwhile program. A charter county with a population of more than 2,000,000 may adopt a system of fees for a local registrar under the jurisdiction of that charter county that provides for fees that are more than the fees set forth in subsection (4). A charter county shall not impose a fee that is greater than the cost of the service for which the fee is charged. A system of fees adopted under this subdivision shall be used by all local registrars under the jurisdiction of the local governmental unit and shall be reasonably related to the cost incurred by the local registrar in making the search.

(b) If a system of fees is not adopted by a local registrar's local governmental unit under subdivision (a), the local registrar shall not charge a fee other than a fee prescribed in subsection (4).

History: 1978, Act 368, Eff. Sept. 30, 1978;—Am. 1980, Act 522, Imd. Eff. Jan. 26, 1981;—Am. 1981, Act 63, Imd. Eff. June 8, 1981;—Am. 1984, Act 296, Imd. Eff. Dec. 20, 1984;—Am. 1992, Act 78, Imd. Eff. June 2, 1992;—Am. 2001, Act 31, Imd. Eff. June 29, 2001;—Am. 2004, Act 467, Imd. Eff. Dec. 28, 2004;—Am. 2013, Act 136, Imd. Eff. Oct. 15, 2013.

Compiler's note: Enacting section 1 of Act 136 of 2013 provides:

"Enacting section 1. This amendatory act takes effect October 1, 2013."

Popular name: Act 368

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: [Click here to enter a date.](#)

Resolution to Authorize Agreement for Delivery of Comprehensive Health Services for the Period of October 1, 2019 through September 30, 2020 – Health Department

WHEREAS, the Livingston County Health Department has determined a need for provision of the delivery of comprehensive health services; and

WHEREAS, these services are basic, required and allowable health services under Act 368 Public Acts of 1978, and individual categorical contractual services; and

WHEREAS, the Michigan Department of Health and Human Services provides a contractual relationship to partially reimburse Livingston County for the following health services,

Food - Essential Local Public Health Services	137,749
Hearing- Essential Local Public Health Services	40,187
Vision - Essential Local Public Health Services	40,187
General Communicable Disease	101,147
MDEQ Private and Type III Water Supply	150,980
MDEQ On-site Wastewater Treatment	148,612
Bioterrorism Cities Readiness Initiatives	41,759
Bioterrorism Emergency Preparedness	104,291
Children's Special Health Care Services (CSHCS)	82,640
HIV Prevention	20,000
Immunization Field Rep	5,000
Immunization IAP	81,466
Maternal & Child Health	39,490
TB Control	1,048
Vaccine Quality Assurance	16,340
Vector-Borne Surveillance & Prevention	8,125
Women, Infants & Children	324,867
Women, Infants & Children Breastfeeding	26,230
TOTAL	1,370,118

WHEREAS, the Michigan Department of Health and Human Services may propose future amendments for the purpose of revising the funding or terms of the Agreement.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorize an Agreement with the Michigan Department of Health and Human Services for the delivery of comprehensive health services in Livingston County during the period of October 1, 2019 through September 30, 2020, upon review by Civil Counsel.

BE IT FURTHER RESOLVED that \$1,370,118 be allocated to the Health Fund Account 221 to support the provisions of the Comprehensive Health Services Agreement authorized herein.

BE IT FURTHER RESOLVED that the Livingston County Board of Commissioners hereby authorize The Health Officer to electronically sign this agreement, and any future amendments for monetary and contract language adjustments of the above-referenced Agreement upon review and approval by Civil Counsel.

BE IT FURTHER RESOLVED that any deletions or additions of programs shall require Board approval.

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MOVED:
SECONDED:
CARRIED:



LIVINGSTON COUNTY HEALTH DEPARTMENT

2300 East Grand River Avenue, Suite 102
Howell, Michigan 48843-7578

www.lchd.org

PERSONAL/PREVENTIVE HEALTH SERVICES

P: (517) 546-9850

F: (517) 546-6995

ENVIRONMENTAL HEALTH SERVICES

P: (517) 546-9858

F: (517) 546-9853

Memorandum

To: Livingston County Board of Commissioners

From: Dianne McCormick

Date: 6/27/2019

Re: RESOLUTION TO AUTHORIZE AGREEMENT FOR THE DELIVERY OF COMPREHENSIVE
HEALTH SERVICES FOR THE PERIOD OF OCTOBER 1, 2019 THROUGH SEPTEMBER 30, 2020

The attached resolution establishes continuation of the agreement with the Michigan Department of Health and Human Services for the delivery of comprehensive health services. The MDHHS provides funding to partially reimburse the county for services covered in the agreement. There has been no significant changes in program requirements. The changes seen in funding from our 2019 resolution are as follows:

	2019	2020
Food - Essential Local Public Health Services	124,001	137,749
Hearing- Essential Local Public Health Services	40,187	40,187
Vision - Essential Local Public Health Services	40,187	40,187
General Communicable Disease	83,030	101,147
MDEQ Private and Type III Water Supply	135,911	150,980
MDEQ On-site Wastewater Treatment	133,779	148,612
Bioterrorism Cities Readiness Initiatives	41,759	41,759
Bioterrorism Emergency Preparedness	104,291	104,291
Children's Special Health Care Services (CSHCS)	80,000	82,640
HIV Prevention	20,000	20,000
Immunization Field Rep	5,000	5,000
Immunization IAP	81,310	81,466
Maternal & Child Health	39,490	39,490
TB Control	100	1,048
Vaccine Quality Assurance	12,923	16,340
Hepatitis A Response	5,000	0
Vector-Borne Surveillance & Prevention	0	8,125
Women, Infants & Children	316,351	324,867
Women, Infants & Children Breastfeeding	26,230	26,230
TOTAL	1,289,549	1,370,118

Please do not hesitate to contact me should you have any questions.

Dianne McCormick (517) 552-6865

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution to Authorize the Return of Community Development Block Grant Program Income to the State of Michigan – Fiscal Services

WHEREAS, the County has participated in the Community Development Block Grant (CDBG) since 2000; and

WHEREAS, the CDBG program allows for emergency repairs and rehabilitation projects for low income homeowners; and

WHEREAS, the homeowners receive very low to zero interest rate loans that are repaid to the County, resulting in grant program income; and

WHEREAS, the Michigan Economic Development Corporation (MEDC) is the grantor for CDBG. Guidelines require program income received in any fiscal year (July to June) in excess of \$35,000 to be spent within in one year on qualified economic development projects. If funds are not expended, they are required to be returned to the State of Michigan. If program income is less than \$35,000 in any fiscal year, the funds are no longer federalized and can be transferred to the County's General Fund and spent for any purpose; and

WHEREAS, the County has submitted program income certifications with MEDC for years covering 2013 through June 30, 2018. After MEDC's review, the County is required to return \$77,941.32 of unexpended program income to the State of Michigan. The County is allowed to transfer \$38,119.16 to the General Fund.

THEREFORE BE IT RESOLVED that the Board of Commissioners authorizes the return of CDBG program income in the amount of \$77,941.32 to the State of Michigan.

BE IT FURTHER RESOLVED that the Board of Commissioners authorizes the transfer of \$38,119.16 from the Community Development Block Grant Fund 244 to the General Fund and authorizes the Treasurer to make the appropriate journal entries to effectuate the transfer.

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MOVED:
SECONDED:
CARRIED:

CDBG Program Income

Under \$35k in one FY is no longer federal funds

	<u>Revenue</u>	<u>Expenditures</u>	<u>Remaining Federal Funds</u>	<u>Program Income</u>	<u>Owed to State</u>	<u>Transfer to GF</u>	<u>Notes</u>
1/2000 - 6/2012	\$ 4,721.03	\$ 17,754.00	\$ -	\$ (13,032.97)			
7/2012 - 6/2013	\$ 8,013.84	\$ -	\$ -	\$ 8,013.84			
7/2013 - 6/2014	\$ 77,295.17	\$ 40,160.00	\$ 37,135.17	\$ 37,135.17			
7/2014 - 6/2015	\$ 7,689.94	\$ 20,162.66	\$ 16,972.51	\$ (12,472.72)			
		Fund Balance as of 6/2015		\$ 19,643.32	\$ 16,972.51	\$ 2,670.81	end of first reporting period to State
7/2015 - 6/2016	\$ 9,480.97	\$ -	\$ -	\$ 29,124.29		\$ 9,480.97	
7/2016 - 6/2017	\$ 25,967.38	\$ -	\$ -	\$ 55,091.67		\$ 25,967.38	
7/2017 - 6/2018	\$ 60,968.81	\$ -	\$ 60,968.81	\$ 116,060.48	\$ 60,968.81	\$ -	we have until 6/30/19 to spend
Total				\$ -	\$ 77,941.32	\$ 38,119.16	

Hilery DeHate

To: Hilery DeHate
Subject: RE: Emergency Program Income

From: Louis Vinson III (MEDC) [mailto:vinsonl1@michigan.org]
Sent: Monday, May 20, 2019 12:17 PM
To: Hilery DeHate <HDeHate@livgov.com>
Cc: Cindy Catanach <CCatanach@livgov.com>
Subject: [EXT] RE: Emergency Program Income

"The e-mail below is from an external source. Please do not open attachments or click links from an unknown or suspicious origin."

Hi Hilery

Thank you for the program income certification forms. I left you a voicemail message to give me a call .

You will need to return \$16,972.51 to the State of Michigan the balance can go into your General Fund \$2,670.81

7/2013 – 6/2014	\$77, 295.17 Revenue
	-\$40,160.00 Expenditure
	<u>-\$20,162.66 Expenditure</u>
	\$16,972.51 Return to State
	<u>-\$19, 643.32 balance</u>
	\$2,670.81 Transfer to GF

\$60,968.81 will need to be returned to the State of Michigan after June 30, 2019.

Louis Vinson III
Community Development
Michigan Economic Development Corporation
300 N. Washington Square | Lansing, MI 48913
Phone: 517.335.6681
vinsonL1@michigan.org

This message contains information which may be confidential and privileged. Unless you are the intended recipient (or authorized to receive this message for the intended recipient), you may not use, copy, disseminate or disclose to anyone the message or any information contained in the message. If you have received the message in error, please advise the sender by reply e-mail, and delete the message. Thank you very much.

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: [Click here to enter a date.](#)

Resolution Authorizing Agreements with ADR Consultants, LLC., DeMaria and John Stewart Associates, LLC. to Provide as Needed Construction Management Services for Minor Projects – Facility Services

WHEREAS, there is an on-going need to contract for construction management services for minor projects (under \$25,000) for County facilities; and

WHEREAS, in accordance with the County's Procurement Policy, a formal bid process was performed and submitted proposals were evaluated; and

WHEREAS, ADR Consultants, LLC., DeMaria, and John Stewart Associates, LLC. were recommended for awards to provide construction management services for minor projects for Livingston County locations per the proposed fixed rates in Attachment A of RFQu-LC-19-10 not to exceed ten percent (10%) for a (3) three year term beginning June 1, 2019 to June 1, 2022 with options for two (2) additional one- year renewals for a total contract period not to exceed five (5) years; and

WHEREAS, all projects related to this award will be made in accordance with the County's Procurement Policy; and

WHEREAS, prior to commencement of services, funding for same will be allocated and approved as part of the Departmental Operating Budget.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorize entering into Agreements with **ADR Consultants, LLC.** located at 6364 Ramwyck Court, West Bloomfield, MI 48322; **DeMaria** located at 45500 Grand River Ave., Novi, MI 48374 and **John Stewart Associates, LLC.** located at 1645 N. Milford Rd., Milford, MI 48381 to provide construction management services for minor projects on an as-needed basis for a three (3) year term commencing on July 1, 2019 to July 1, 2022 with options for two (2) additional one- year renewals for a total contract period not to exceed five (5) years.

BE IT FURTHER RESOLVED that the Chairman of the Livingston County Board of Commissioners is authorized to sign all forms, assurances, contracts/agreements and future amendments for monetary and contract language adjustments related to the above as prepared by Civil Counsel.

BE IT FURTHER RESOLVED that the Board Chairperson is authorized to sign renewal options for ADR Consultants, LLC., DeMaria, and John Stewart Associates, LLC. to provide construction management services for minor projects for Livingston County as prepared by Civil Counsel upon satisfactory performance of the contract, as determined by the County Administrator.

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MOVED:
SECONDED:
CARRIED:

**Construction Management Services for Minor Projects
Attachment A - Pricing Proposal Summary**

Description	Allied Building Service Company of Detroit, Inc.	ADR	DeMaria	John Stewart Associates	Surework, LLC.
Percentage above the Project's Wholesale Value	15%	5%	10%	10%	30%
Optional Regional Cooperative Agreement	Yes	Yes	Yes	Yes	Yes

RFQu-LC-19-10: Evaluation Matrix

RFQu-LC-19-10: Evaluation Matrix	Maximum Points	ADR*	Allied Building Service	DeMaria*	John Stewart Associates, LLC.*	Surework, LLC.
Evaluation Factors for Statement of Work	80	62	58	64	59	50
Company Profile	20	16	15	15	16	11
References	40	32	31	26	30	27
Pricing	60	48	26	42	47	24
Total Points Earned	200	158	130	147	152	112
* - Award Recommendation		*		*	*	



420 S. Highlander Way, Howell, MI 48843
Phone (517) 546-6491 Fax (517) 546-7266

Memorandum

To: Livingston County Board of Commissioners
From: Chris Folts, Facility Services Director
Date: June 20, 2019
Re: Resolution Authorizing Agreements with ADR Consultants, LLC., DeMaria, and John Stewart Associates, LLC. to Provide Construction Management Services for Minor Projects – GENERAL GOVERNMENT/ FINANCE / BOARD

The County of Livingston has identified an on-going need to obtain construction management services for minor projects (under \$25,000) for County facilities. Currently, there is not a core group of contractors available to provide these services as the need arises.

Per the County Procurement Policy, a competitive bid process was performed in which the bid was posted on the Michigan Inter-governmental Trade Network (MITN), the County website, and (5) five companies were sent the solicitation directly. As a result, (5) proposals were received in response to the request for qualifications and were evaluated.

Based on the recommendation of the EC, (3) three companies were selected. I am requesting the attached resolution be approved to award contracts to ADR Consultants, LLC., DeMaria and John Stewart Associates, LLC. to provide construction management services for minor projects on an as-needed basis at a not to exceed rate of ten percent (10%) for a three (3) year term commencing on July 1, 2019 to July 1, 2022 with options for up to two (2) additional one-year renewals for a total contract period not to exceed five (5) years.

Thank you for your consideration. If you have any questions or concerns regarding this matter, please do not hesitate to contact me.

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: [Click here to enter a date.](#)

Resolution Authorizing Agreements with Multiple Staffing Firms to Provide Information Technology Professional Services – Information Technology

WHEREAS, in order to meet the evolving needs of the information technology department and provide flexibility it is recommended that we qualify and contract with several vendors so we have the ability to leverage the resources available within various specialties on an as-needed basis; and

WHEREAS, in accordance with the County's Procurement Policy, a formal bid process was performed and submitted proposals were evaluated; and

WHEREAS, the following submitted the highest ranked proposals and are recommended for award:

- Abacus Service Corporation, 25925 Telegraph Rd., Suite 206 Southfield, MI 48033
- COGENT Infotech Corporation, 1035 Boyce Road, Suite 108, Pittsburgh, PA 15241
- G-Tech Services, Inc., 17101 Michigan Ave., Dearborn, MI 48126
- Infojini, Inc., 10015 Old Columbia Rd, Suite B215, Columbia, MD 21046
- iVantage Group, 10489 Grand River, Suite A, Brighton, MI 48116
- OpTech, LLC., 5440 Corporate Dr., Suite 260, Troy, MI 48098
- Wolverine Technical Staffing, Inc., 35 Research Dr., Suite 200, Ann Arbor, MI 48103; and

WHEREAS, each vendor detailed above submitted the highest ranked proposal to provide information technology professional services for Livingston County per the proposed rates in Attachment 1 of RFQu-LC-19-08 for a (3) three year term beginning August 1, 2019 to August 1, 2022 with options for two (2) additional one- year renewals for a total contract period not to exceed five (5) years; and

WHEREAS, all staffing contract awards related to this award will be made in accordance with the County's Procurement Policy; and

WHEREAS, prior to commencement of services, funding for same will be allocated and approved as part of the Departmental Operating Budget.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes entering into an Agreement with the above listed vendors to provide information technology professional services on an as-needed basis for a three (3) year term commencing on August 1, 2019 to August 1, 2022 with options for two (2) additional one- year renewals for a total contract period not to exceed five (5) years.

BE IT FURTHER RESOLVED that the Chairman of the Livingston County Board of Commissioners is authorized to sign all forms, assurances, contracts/agreements and future amendments for monetary and contract language adjustments related to the above as prepared by Civil Counsel.

BE IT FURTHER RESOLVED that the Board Chairperson is authorized to sign renewal options for each of the above listed staffing firms to provide information technology services for Livingston County as prepared by Civil Counsel upon satisfactory performance of the contract, as determined by the County Administrator.

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MOVED:
SECONDED:
CARRIED:



304 E. Grand River Ave., Suite 101, Howell, MI 48843
Phone (517) 546-7266 Fax (517) 546-7266

Memorandum

To: Livingston County Board of Commissioners
From: Richard Malewicz, Chief Information Officer
Date: July 2, 2019
Re: Resolution Authorizing Agreements with Multiple Staffing Firms to Provide Information Technology Professional Services – GENERAL GOVERNMENT/ FINANCE / BOARD

The County of Livingston has identified an on-going need to obtain information technology professional services for expertise currently unavailable within departmental staff. Previously, this type of request was completed on a temporary basis. As a result, the County paid a premium for this type of expertise.

Per the County Procurement Policy, a competitive bid process was performed in which the bid was posted on the Michigan Inter-governmental Trade Network (MITN), the County website, and 2 local companies were sent the solicitation directly. As a result, (20) proposals were received in response to the request for qualifications and were evaluated. Based on the EC evaluation, the highest ranked proposals were recommended for award.

As a result, I am requesting the attached resolution be approved to award contracts to:

- Abacus Service Corporation, 25925 Telegraph Rd., Suite 206 Southfield, MI 48033
- COGENT Infotech Corporation, 1035 Boyce Road, Suite 108, Pittsburgh, PA 15241
- G-Tech Services, Inc., 17101 Michigan Ave., Dearborn, MI 48126
- Infojini, Inc., 10015 Old Columbia Rd, Suite B215, Columbia, MD 21046
- iVantage Group, 10489 Grand River, Suite A, Brighton, MI 48116
- OpTech, LLC., 5440 Corporate Dr., Suite 260, Troy, MI 48098
- Wolverine Technical Staffing, Inc., 35 Research Dr., Suite 200, Ann Arbor, MI 48103;

to provide information technology professional services on an as-needed basis at the rates within RFQu-LC-19-08 for a three (3) year term commencing on August 1, 2019 to August 1, 2022 with options for up to two (2) additional one-year renewals for a total contract period not to exceed five (5) years.

Thank you for your consideration. If you have any questions or concerns regarding this matter, please do not hesitate to contact me.

RFQu-LC-19-08: Evaluation Matrix

RFQu-LC-19-08: Evaluation Matrix	Maximum Points	Abacus Service Corp.	Beacon Hill Staffing Group, LLC.	Business Integra Techonology Solutions, Inc.	CBTS	COGENT Infotech Corp.	Complete Corporate Solutions	Computer Consultants International, Inc.	COOLSOFT, LLC.	Dewpoint	Elegant Enterprise Wide Solutions, Inc.
Evaluation IT Staff Augmentation Expertise	150	103	83	85	89	95	84	69	98	127	51
Compliance with Requisitioning (Section 1.6-1.7)	30	25	25	14	8	26	25	25	26	26	10
IT Staff Augmentation QA Requirements (Section 1.5)	45	38	38	29	38	41	32	35	36	41	38
Cost Effective Staff Role Billing Rates	75	71	31	42	45	60	33	6	27	0	15
Total Points Earned	300	237	177	170	180	222	174	135	187	194	114
Recommended for Award		*				*					

RFQu-LC-19-08: Evaluation Matrix	Maximum Points	G-TECH Services, Inc.	Infojini, Inc.	ISCI	Intelibee, Inc.	iVantage Group	JDM Systems Consultants, Inc.	Neumeric Technologies Corp.	OpTech	Ramsoft Systems, Inc.	Wolverine Technical Staffing, Inc.
Evaluation IT Staff Augmentation Expertise	150	114	92	78	85	122	90	57	111	45	105
Compliance with Requisitioning (Section 1.6-1.7)	30	25	23	24	13	25	26	26	26	8	26
IT Staff Augmentation QA Requirements (Section 1.5)	45	38	40	34	33	36	41	34	41	22	32
Cost Effective Staff Role Billing Rates	75	57	42	51	39	60	39	36	51	75	60
Total Points Earned	300	234	197	187	170	243	196	153	229	150	223
Recommended for Award		*	*			*			*		*

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE: [Click here to enter a date.](#)

Resolution Authorizing a Supplemental Appropriation and to Enter Into an Agreement with DoubleMap, Inc. to Provide Dispatch Software and Mobile Data Terminals (MDTs) for L.E.T.S. Transit Operations – L.E.T.S.

WHEREAS, there is an on-going need to provide transportation services for Livingston County residents; and L.E.T.S. has determined that the current dispatch software program is unable to accommodate future dispatch needs, as described in the L.E.T.S. Master Transit Plan; and

WHEREAS, in accordance with the County's Procurement Policy, a formal bid process was performed and submitted proposals were evaluated; and

WHEREAS, DoubleMap, Inc. was recommended for award to provide dispatch software and mobile data terminals (MDTs) for LETS operations per the negotiated rates in Attachment A – Pricing Proposal of RFP-LC-19-11 for a lump sum project cost \$228,960 and up to five (5) additional one-year software renewals in the amount of \$40,000 per year for a total contract period not to exceed five (5) years.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorize entering into contact with DoubleMap, Inc. located at 429 S. Pennsylvania St., Suite 401, Indianapolis, IN 46204 to provide dispatch software MDTs, and replacement MDTs on an as-needed basis for up to five (5) year term commencing on August 1, 2019 to August 1, 2020 with up to five (5) additional one- year software renewals for a total contract period not to exceed five (5) years.

BE IT FURTHER RESOLVED that the Board of Commissioners authorizes the following supplemental appropriation to the Fiscal Year 2019 budget as illustrated below:

FUND	Approved 2019 Budget	Proposed Amendment	Amended 2019 Budget
588	\$4,729,927	\$228,960	\$4,958,887

BE IT FURTHER RESOLVED that the Chairman of the Livingston County Board of Commissioners is authorized to sign all forms, assurances, contracts/agreements and future amendments for monetary and contract language adjustments related to the above as prepared by Civil Counsel.

BE IT FURTHER RESOLVED that the Board Chairperson is authorized to sign renewal options for DoubleMap, Inc. to provide dispatch software and as needed MDTs for Livingston County transit operations as prepared by Transit Civil Counsel upon satisfactory performance of the contract, as determined by the County Administrator.

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MOVED:
SECONDED:
CARRIED:

RFP-LC-19-11: Evaluation Matrix

RFP-LC-19-11: Evaluation Matrix	Maximum Points	DoubleMap	HBSS Connect Corp.	Routematch Software	StratGen Systems, Inc.
Evaluation Factors for Statement of Work	120	110	0	78	0
Company Profile	30	30	0	28	0
References	60	55	0	35	0
Pricing	90	66	0	90	0
Interview	120	110	0	78	0
Total Points Earned	420	371	0	309	0
* Does not meet Mandatory Minimum Requirements			*		*

Bid Tabulation
Dispatch Software / Mobile Data Terminals (MDTs)

Attachment A - Item Description	DoubleMap	RouteMatch
Functional Requirements - Deliverable Description Items A-G (Section 1.3)	\$ 228,960.00	\$ 230,000.00
Software Renewal Year 1	\$ 40,000.00	\$ -
Software Renewal Year 2	\$ 40,000.00	\$ 29,475.00
Software Renewal Year 3	\$ 40,000.00	\$ 30,359.00
Software Renewal Year 4	\$ 40,000.00	\$ 31,270.00
Software Renewal Year 5	\$ 40,000.00	\$ 32,208.00
Replacement Mobile Data Terminals (MDTs) - Proposed Model	I-Pad Pro - 11 in.	Samsung Galaxy Tab A
Replacement Mobile Data Terminals (MDTs) - Additional Units	As needed	
Replacement Mobile Data Terminals (MDTs) - Replacement Cost	\$ 1,125.00	\$ 330.00
Replacement Mobile Data Terminals (MDTs) - Installation Cost	\$ 500.00	\$ 150.00
Warranty - Initial Term	1 year	1 year
Warranty - Coverage Highlights	Manufacturing defects	See Section 1.8
Warranty - Optional Term Extension	4 years	TBD - Samsung HW
Warranty - Optional Warranty Extension Cost	\$89.99/unit per year	N/A
Optional P-card Payment Terms - Item A	Yes	No
Optional P-card Payment Terms - Item B	No	No
Optional Statewide Cooperative Contract - Yes or No	Yes	Yes



Memorandum

To: Livingston County Board of Commissioners
From: Greg Kellogg, L.E.T.S. Director
Date: July 2, 2019
Re: Resolution Authorizing Contract Award to DoubleMap, Inc. to provide Dispatch Software and Mobile Data Terminals (MDTs) for L.E.T.S. Transit Operations – General Government/ Finance/ Board

The County of Livingston has identified an on-going need to obtain current technology to grow with the current operations of LETS. Currently, the dispatch software and tablets in use are unable to accommodate the current operational needs nor expand with the estimated operational plans as outlined within the recently approved current Transit Master Plan.

Per the County Procurement Policy, a competitive bid process was performed in which the bid was posted on the Michigan Inter-governmental Trade Network (MITN), the County website, and (2) two known local companies were sent the solicitation directly. As a result, (4) proposals were received and evaluated by the Evaluation Committee (EC) comprised of LETS, IT and Fiscal Services staff. For the top (2) two ranked proposals, interviews with product demonstrations were conducted.

Based on the recommendation of the EC, DoubleMap, Inc. has been selected. As a result, I am requesting the attached resolution be approved to award the contract to DoubleMap, Inc. to provide dispatch software and MDTs on an as-needed basis for a negotiated lump-sum project cost of \$228,960 and annual software renewals in the amount of \$40,000 per years 1-5 for up to (5) additional years for a total contract renewal period not to exceed five (5) years.

Thank you for your consideration. If you have any questions or concerns regarding this matter, please do not hesitate to contact me.

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: [Click here to enter a date.](#)

Resolution Authorizing a Parking Space Lease Agreement Between Livingston County and Brighton Area Schools for L.E.T.S. Vehicle Parking – L.E.T.S.

WHEREAS, the Livingston Essential Transportation Service (LETS) provides a significant share of its transit service in eastern Livingston County but its vehicle fleet is housed at the Livingston County Transportation Complex west of Howell; and

WHEREAS, the lack of vehicle storage in the eastern portion of the County creates operating inefficiencies when vehicles travel empty between the Transportation Complex and pickup locations in and around Brighton; and

WHEREAS, to mitigate this problem the Livingston County Transit Master Plan recommends establishing a satellite vehicle storage location in Brighton to more efficiently serve the eastern portion of the County; and

WHEREAS, Brighton Area Schools has agreed to lease parking space at its Brighton Bus Garage at a cost of \$50 per space per month on the terms and conditions set forth in the agreement; and

WHEREAS, the agreement term will be one year beginning on July 1, 2019 and ending June 30, 2020.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes a Parking Space Lease Agreement between Livingston County and Brighton Area Schools under the terms and conditions set forth therein with an agreement term of July 1, 2019 through June 30, 2020.

BE IT FURTHER RESOLVED that the Board Chair is authorized to sign the agreement as reviewed and approved as to form by Mark Koerner, Attorney for LETS.

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MOVED:

SECONDED:

CARRIED:



Memorandum

To: Livingston County Board of Commissioners
From: Greg Kellogg, Transportation Director
Date: 07/01/2019
**Re: Resolution Authorizing a Parking Space Lease Agreement Between
Livingston County and Brighton Area Schools for LETS vehicle parking**

LETS provides a significant share of its transit service in eastern Livingston County but our entire vehicle fleet is housed at the Livingston County Transportation Complex west of Howell. The lack of vehicle storage in the eastern portion of the County creates operating inefficiencies when vehicles travel empty between the Transportation Complex and morning pickup locations in and around Brighton.

To mitigate this problem, the Livingston County Transit Master Plan recommends establishing a satellite vehicle storage location in Brighton to more efficiently serve the eastern portion of the County. While the Plan suggests purchasing or leasing a facility, we believe it is prudent to first assess the viability of a satellite storage location by entering into a short-term arrangement before pursuing the capital investment required for a facility purchase or long-term lease.

We proposed such an arrangement to Brighton Area Schools with the Brighton Bus Garage in mind due to its security and prime location near Grand River and Old US-23 in Brighton. The district agreed to lease parking space at a cost of \$50 per space per month for an initial lease of two (2) spaces. Additional spaces are available and may be added by written agreement from both parties. The agreement term will be one year beginning on July 1, 2019 and ending June 30, 2020.

Please do not hesitate to contact me directly at x7843 if you have any questions.

PARKING SPACE LEASE AGREEMENT

BETWEEN:

**BRIGHTON AREA SCHOOLS
AND
COUNTY OF LIVINGSTON**

PARKING SPACE LEASE AGREEMENT

This Parking Space Lease Agreement ("Agreement"), is made and entered into this _____ day _____, 2019, by and between Brighton Area Schools, with offices at 125 South Church Street, Brighton, MI 48116 (hereafter referred to as "BAS") and the COUNTY OF LIVINGSTON, on behalf of Livingston Essential Transportation Services, a municipal corporation and political subdivision of the State of Michigan (hereinafter referred to as the "County").

- A. *Lease of Parking Spaces.* BAS hereby agrees to lease two (2) parking spaces located at the BAS Transportation Department, 5800 Borderline, Brighton, MI 48116 for use of Livingston Essential Transportation Services' buses. BAS will designate which parking spaces may be used by the County. Additional parking spaces may be added to this Agreement by written agreement of the parties.
- B. *Term.* The term of this agreement shall be one (1) year and shall commence on July 1, 2019, and terminate on June 30, 2020.
- C. *Termination.* Either party may terminate this Agreement upon thirty (30) days advanced written notice to the other party.
- D. *Payment by the County.* The County agrees to pay BAS Fifty and 00/100 Dollars (\$50.00) per month per leased parking space. If additional spaces are added to this agreement pursuant to paragraph A, the County will pay BAS Fifty and 00/100 Dollars (\$50.00) per month per each additional space.
- E. *Parking Lot Attendants.* BAS shall not provide parking lot attendants.
- F. *Insurance.* The County shall maintain public liability insurance and motor vehicle liability insurance in such amounts as necessary to cover all claims which may arise out of the County's operation under the terms of the Agreement.
- G. *Damage to Vehicles.* BAS shall not be responsible for damage to the County's vehicles, whether or not such damage is caused by other vehicle(s) or person(s) in the parking lot and surrounding area.
- H. *Compliance with Laws.* In performing under this this Agreement, the parties shall comply with all applicable Federal, State and local laws, ordinances, rules and regulations, including, but not limited to, all applicable OSHA/MIOSHA requirements, the Americans with Disabilities Act, Federal and/or State licensing and/or certification requirements of persons to provide services under this Agreement.

- I. *Non-Discrimination.* The Parties, as required by law, shall not discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment, or a matter directly or indirectly related to employment because of race, color, religion, national origin, age, sex, disability that is unrelated to the individual's ability to perform the duties of a particular job or position, height, weight, or marital status. Breach of this subsection shall be regarded as a material breach of this Agreement.
- J. *Limitation of Liability.* BAS and the County agree to indemnify, defend and save harmless each other, their supervisors and Board, officials, officers, employees, individually and collectively from all losses, claims, suits, demands, expenses, subrogation, attorney's fees or actions of any kind and nature arising or alleged to have arisen out of the breach of the duties of the respective BAS or the County to be performed hereunder to the extent not otherwise covered by insurance. With respect to claims of third parties, this provision is not intended, and is not to be construed as a waiver of the defense of governmental immunity otherwise available nor is it intended to grant third party beneficiary status to any person or entity.
- K. *Choice of Law.* This Agreement shall be construed according to the laws of the State of Michigan. BAS and the County agree that the venue for the bringing of any legal or equitable action under this Agreement shall be established in accordance with the statutes of the State of Michigan and/or Michigan Court Rules. In the event that any action is brought under this Agreement in or is moved to Federal Court, the venue for such action shall be the Federal Judicial District of Michigan, Eastern District, Southern Division.
- L. *Waivers.* No failure or delay on the part of either of the parties to this Agreement in exercising any right, power or privilege hereunder shall operate as a waiver thereof, nor shall a single or partial exercise of any right, power or privilege preclude any other or further exercise of any other right, power or privilege.
- M. *Amendments.* Modifications, amendments or waivers of any provision of this Agreement may be made only by the written mutual consent of the parties hereto.
- N. *Assignment.* Neither party shall assign its duties and/or obligations or right to receive payments under this Agreement without the prior written consent of the other party.
- O. *Section Titles.* Titles of the sections set forth in this Agreement are inserted for the convenience of reference only and shall be disregarded when construing or interpreting any of the provisions of this Agreement.
- P. *Complete Agreement.* This Agreement, the attached Exhibits, and any additional or supplementary documents incorporated herein by specific reference contain all the terms and conditions agreed upon by the parties hereto, and no other agreements, oral or otherwise, regarding the subject matter of this Agreement or any part thereof shall have any validity or bind any of the parties hereto.

- Q. *Binding Agreement.* The covenants and conditions of this Agreement shall be binding upon and for the benefit of the heirs, administrators, executors, successors and assigns of the parties hereto.
- R. *Survival Clause.* All rights, duties and responsibilities of any party that either expressly or by their nature extend into the future, including warranties and indemnification, shall extend beyond and survive the end of the Agreement's term or the termination of this Agreement.
- S. *Invalid Provisions.* If any clause or provision of this Agreement is rendered invalid or unenforceable because of any State or Federal statute or regulation or ruling by any tribunal of competent jurisdiction, that clause or provision shall be null and void, and any such invalidity or unenforceability shall not affect the validity or enforceability of the remainder of this Agreement. Where the deletion of the invalid or unenforceable clause or provision would result in the illegality and/or unenforceability of this Agreement, this Agreement shall be considered to have terminated as of the date in which the provision was rendered invalid or unenforceable.
- T. *Certification to Sign.* The people signing on behalf of the parties hereto certify by their signatures that they are duly authorized to sign this Agreement on behalf of said parties and that this Agreement has been authorized by said parties.

THE AUTHORIZED REPRESENTATIVES OF THE PARTIES TO THIS PARKING SPACE LEASE AGREEMENT HAVE SIGNED THIS AGREEMENT ON THE DATE APPEARING BELOW SIGNATURE AND THIS AGREEMENT HAS BEEN FULLY EXECUTED ON THE DAY AND YEAR FIRST ABOVE WRITTEN.

BRIGHTON AREA SCHOOLS

COUNTY OF LIVINGSTON

BY: Maria O. Stotinger

BY: _____
Donald S. Parker, Chairperson
County Board of Commissioners

Dated: 6/18/19

Dated: _____

FOSTER SWIFT COLLINS & SMITH, P.C.

Approved as to form:

Mark T. Koerner
Mark T. Koerner

6/19/19
Dated

34536:00001:4268239-1

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

[Click here to enter a date.](#)

Resolution Authorizing Grant Contracts, Budget Amendment, and Capital Expenditure for the Purchase fo Four Replacement Vans and Two Expansion Vans – L.E.T.S.

WHEREAS, LETS has been awarded \$287,028 in FY 2019 capital grant funding from the federal Congestion Mitigation and Air Quality (CMAQ) program for the purchase of four (4) replacement vans; and

WHEREAS, LETS has also been awarded \$87,500 from the federal Surface Transportation Program (STP) for the purchase of two (2) expansion vans; and

WHEREAS, both grants have an 80% federal funding share with a 20% state match from MDOT project authorization 2017-0082/P12; and

WHEREAS, because the STP grant was awarded mid-year the revenues and expenses were not included in the LETS 2019 budget and therefore a budget amendment is necessary; and

WHEREAS, the proposed amendment ensures compliance with the Uniform Budgeting and Accounting Act, as amended.

THEREFORE, BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes a CMAQ grant contract and capital expenditure for four (4) replacement vans in the amount of Two Hundred Eighty Seven Thousand and Twenty-Eight dollars (\$287,028) and an STP grant contract and capital expenditure for two (2) expansion vans in the amount of Eighty Seven Thousand Five-Hundred dollars (\$87,500).

BE IT FURTHER RESOLVED that the Livingston County Board of Commissioners authorizes the Board chair to sign all documents related to the grant contracts once approved as to form by LETS transit attorney Mark Koerner of Foster, Swift, Collins & Smith PC.

BE IT FURTHER RESOLVED that the Livingston County Board of Commissioners hereby authorizes an amendment to the FY 2019 LETS budget as follows:

<u>Fund</u>	<u>Approved 2019 Budget</u>	<u>Proposed Amendment</u>	<u>Proposed Amended 2019 Budget</u>
588 – L.E.T.S.	\$4,729,927	\$87,500	\$ 4,817,427

BE IT FURTHER RESOLVED that the L.E.T.S. Director is hereby authorized to dispose of the replaced vehicles per the County Purchasing/Disposal Policy.



Memorandum

To: Livingston County Board of Commissioners
From: Greg Kellogg, Transportation Director
Date: 07/01/2019
Re: Resolution authorizing grant contracts, budget amendment, and capital expenditure for the purchase of four replacement vans and two expansion vans - LETS

LETS has been awarded \$287,028 from the Congestion Mitigation and Air Quality (CMAQ) program for the purchase of four (4) replacement vans and \$87,500 from the Surface Transportation Program (STP) for the purchase of two (2) expansion vans. Both grants provide an 80% federal share of project costs with a 20% state match for a total of \$374,528.

The CMAQ grant is aimed at reducing vehicle emissions in designated “non-attainment” areas within metropolitan regions, which include portions of Livingston County in the SEMCOG region. The replacement vehicles purchased with this funding will be “bi-fuel” propane/gasoline vans and will replace larger gasoline buses resulting in a significant emissions reduction.

The STP grant is awarded by the Federal Highway Administration and “flexed” to the Federal Transit Administration for transit capital projects. The two expansion vehicles purchased with this funding will be 13-passenger non-lift vans that will be used for transporting groups of ambulatory passengers such as students.

These two funding opportunities will further our goal, supported by the Transit Master Plan, of “right-sizing” the fleet by increasing the proportion of smaller vehicles to improve our service quality and scope of services while increasing operating efficiency. Paired with the acquisition of new trip management technology—another recommendation of the Master Plan that we are working on concurrently—the addition of smaller vehicles will allow us to optimize routing efficiency for our existing dial-a-ride service and increase our capacity to serve on-demand rides.

LETS was notified of the CMAQ award last year and it was therefore included in our 2019 budget. However, the STP funding was awarded in early 2019 so a budget amendment in the amount of \$87,500 will be necessary.

Please do not hesitate to contact me directly at x7843 if you have any questions.

Date: June 5, 2019
Agreement No.: 2017-0082
Authorization No.: P12
Job Nos.: 202816/205746
Agenda: COM

**PROJECT AUTHORIZATION
LIVINGSTON COUNTY BOARD OF COMMISSIONERS
FY 2019 SECTION 5307 - LOCAL
FEDERAL TRANSIT FORMULA GRANTS,
SURFACE TRANSPORTATION PROGRAM
AND CONGESTION MITIGATION AND
AIR QUALITY IMPROVEMENT PROGRAM**

This information is required by the Michigan Department of Transportation (MDOT) in order to record agreement of utilization of funds. The funds provided shall be used by the AGENCY in accordance with the above referenced Master Agreement.

Authorization Effective Date:

Authorization Expiration Date: Four years from the effective date of the authorization.

The Federal grant associated with the PROJECT AUTHORIZATION is Temporary No. 5183-2019-2/Permanent No. _____.

The Catalog of Federal Domestic Assistance Number for the Federal Transit Administration Federal Transit Formula Grants Program is 20.507.

MDOT will not make payment until MDOT is provided a copy of the application and the awarded Federal Transit Administration grant.

Timely Expenditure of Funds

MDOT will not extend this PROJECT AUTHORIZATION beyond the four years except for new facility construction projects and unique circumstances as determined by MDOT. In making this determination, MDOT will look at the progress to date on the project and the plans to complete the project.

<u>Line No.</u>	<u>Item</u>	<u>Activity Code</u>	<u>Federal</u>	<u>State</u>	<u>Total</u>
	<u>Revenue vehicles:</u>				
1	Up to four replacement vans (202816)*	823	\$229,622	\$57,406	\$287,028
2	Up to two expansion vans (205746)*	823	<u>70,000</u>	<u>17,500</u>	<u>87,500</u>
	Total		\$299,622	\$74,906	\$374,528

* CMAQ funds/202816; STP funds/205746

Livingston County BOC
Agreement No.: 2017-0082
Authorization No.: P12
Job Nos.: 202816/205746
Page: 2 of 2

Funding source:
2019/C87750/1120 \$74,906 (S)

PRF No.: 2019-476

LIVINGSTON COUNTY BOARD OF COMMISSIONERS

Signature

Reviewed
KV
Contract Adm

Print Name and Title

Signature

Print Name and Title

MICHIGAN DEPARTMENT OF TRANSPORTATION

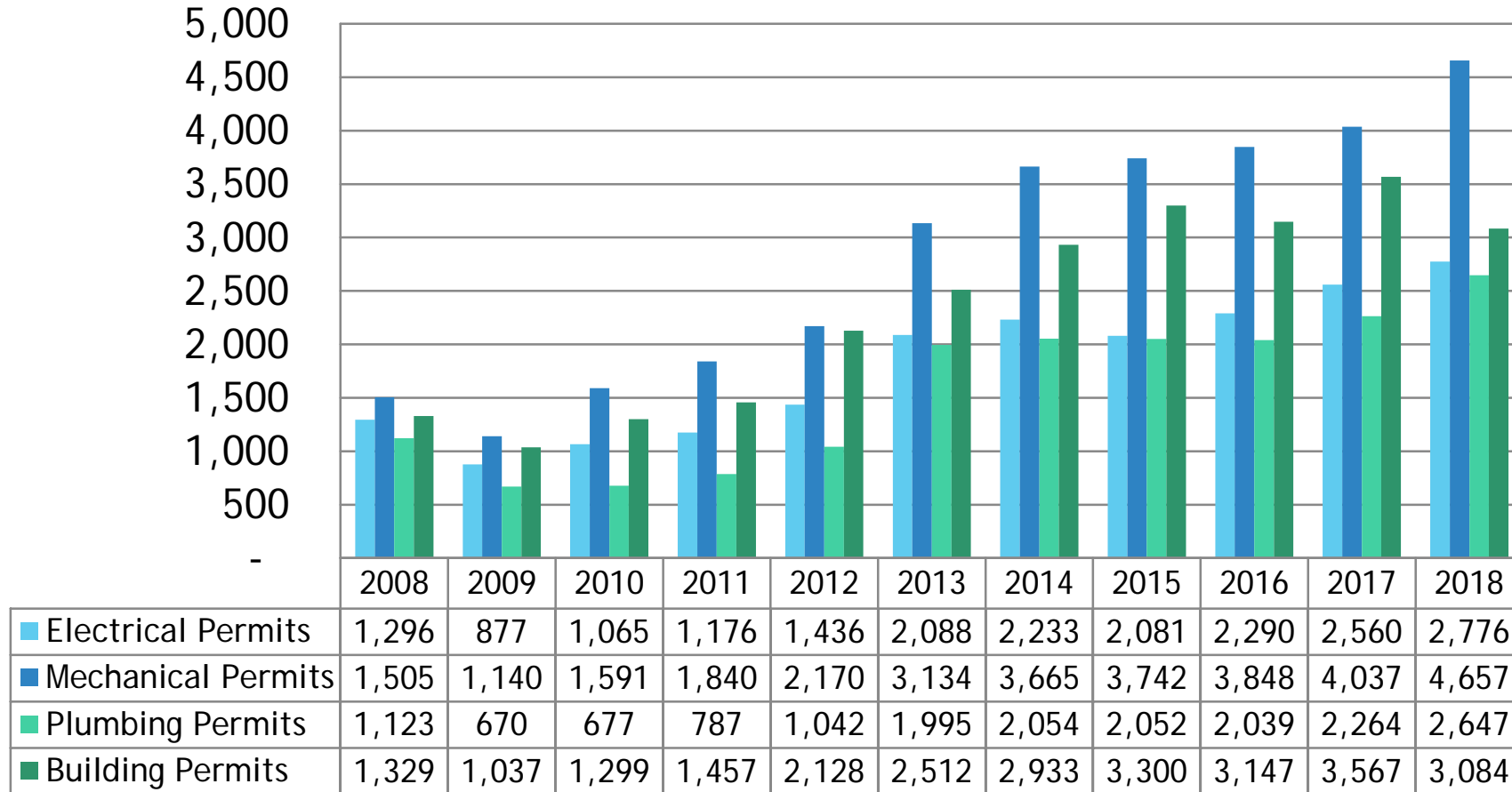
Title: Department Director

Building Department Annual Report 2019

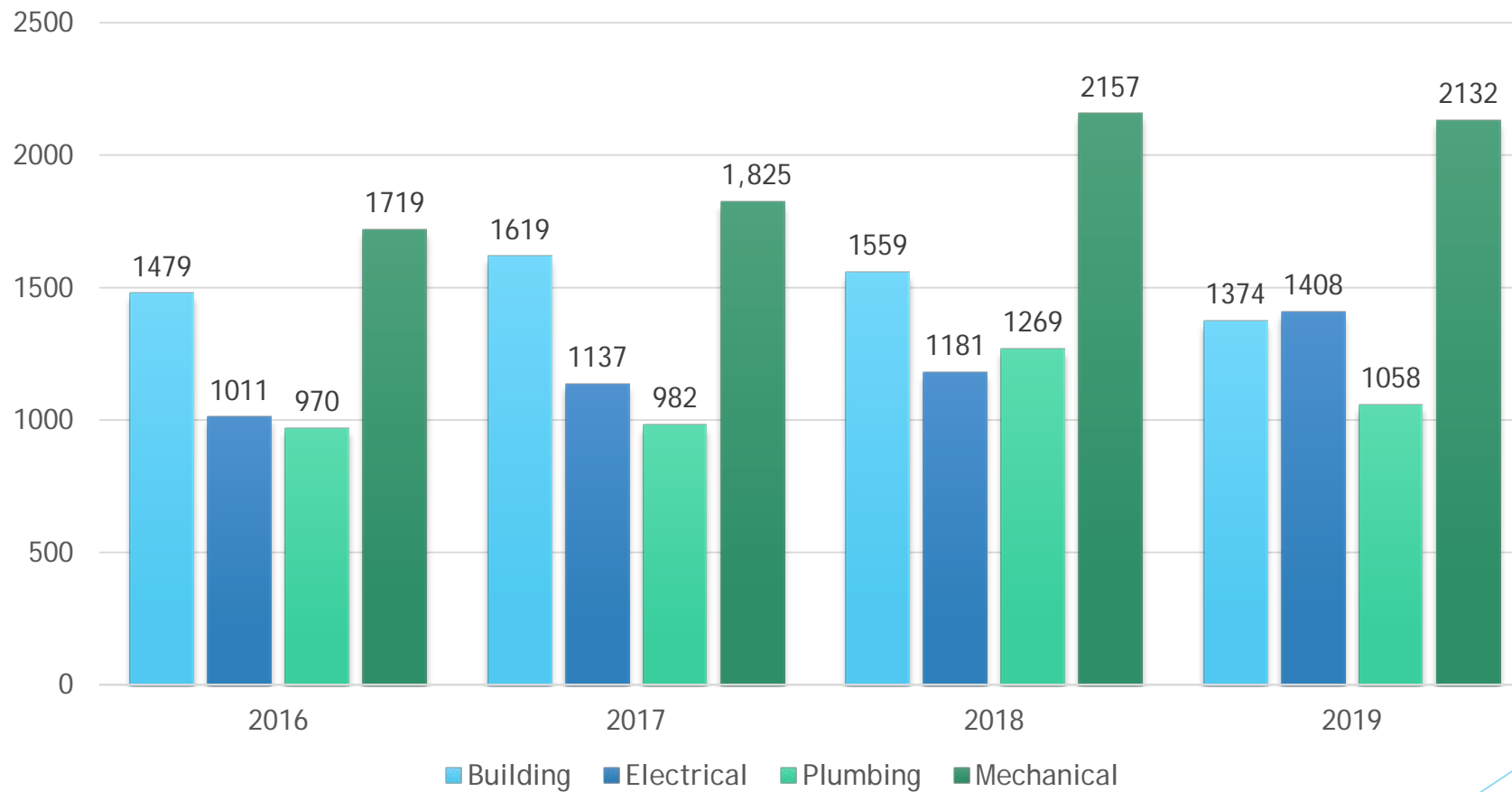
Presented By: Jim Rowell



Permits Issued Summary 2008-2018

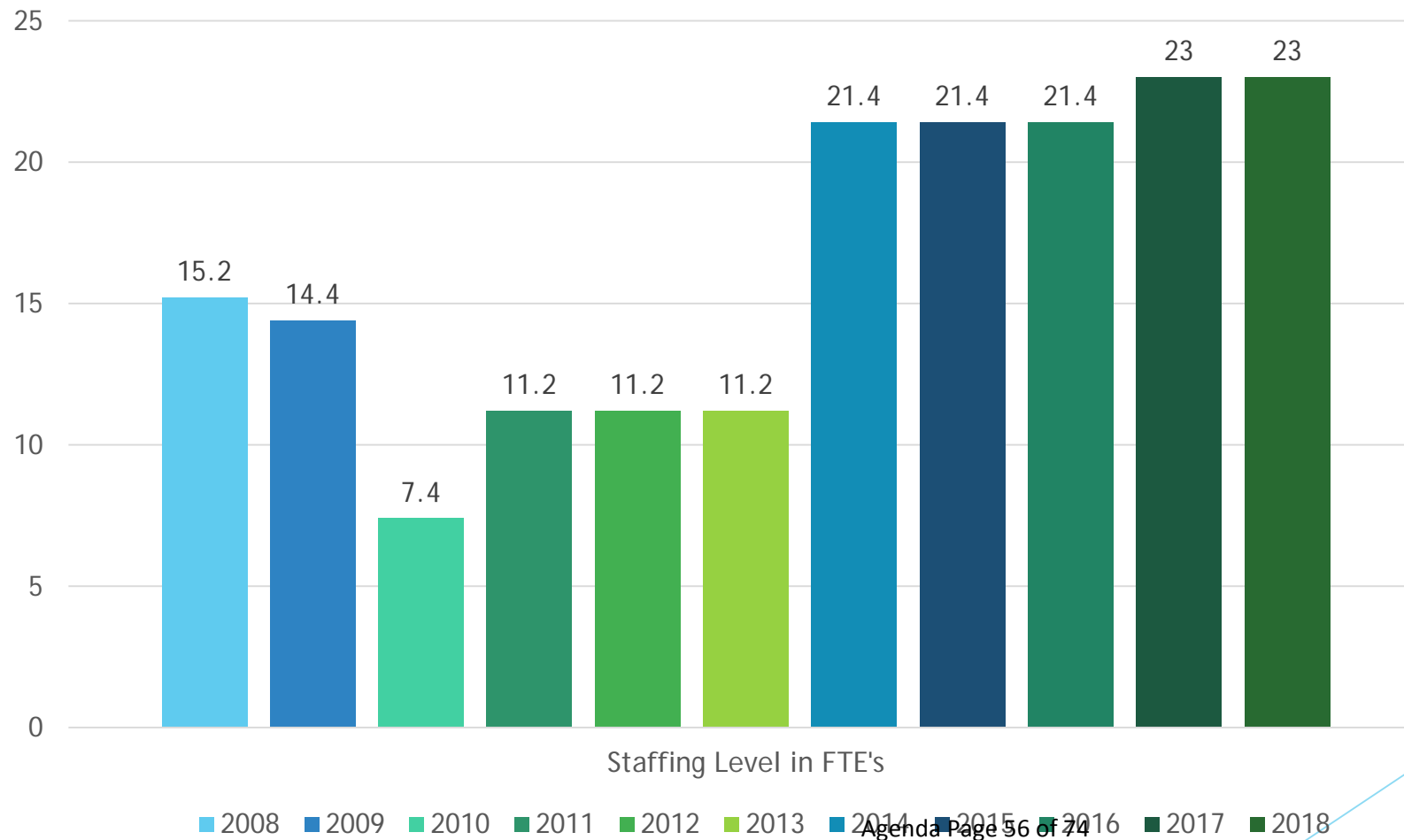


Permits - January to June 3-year Comparison



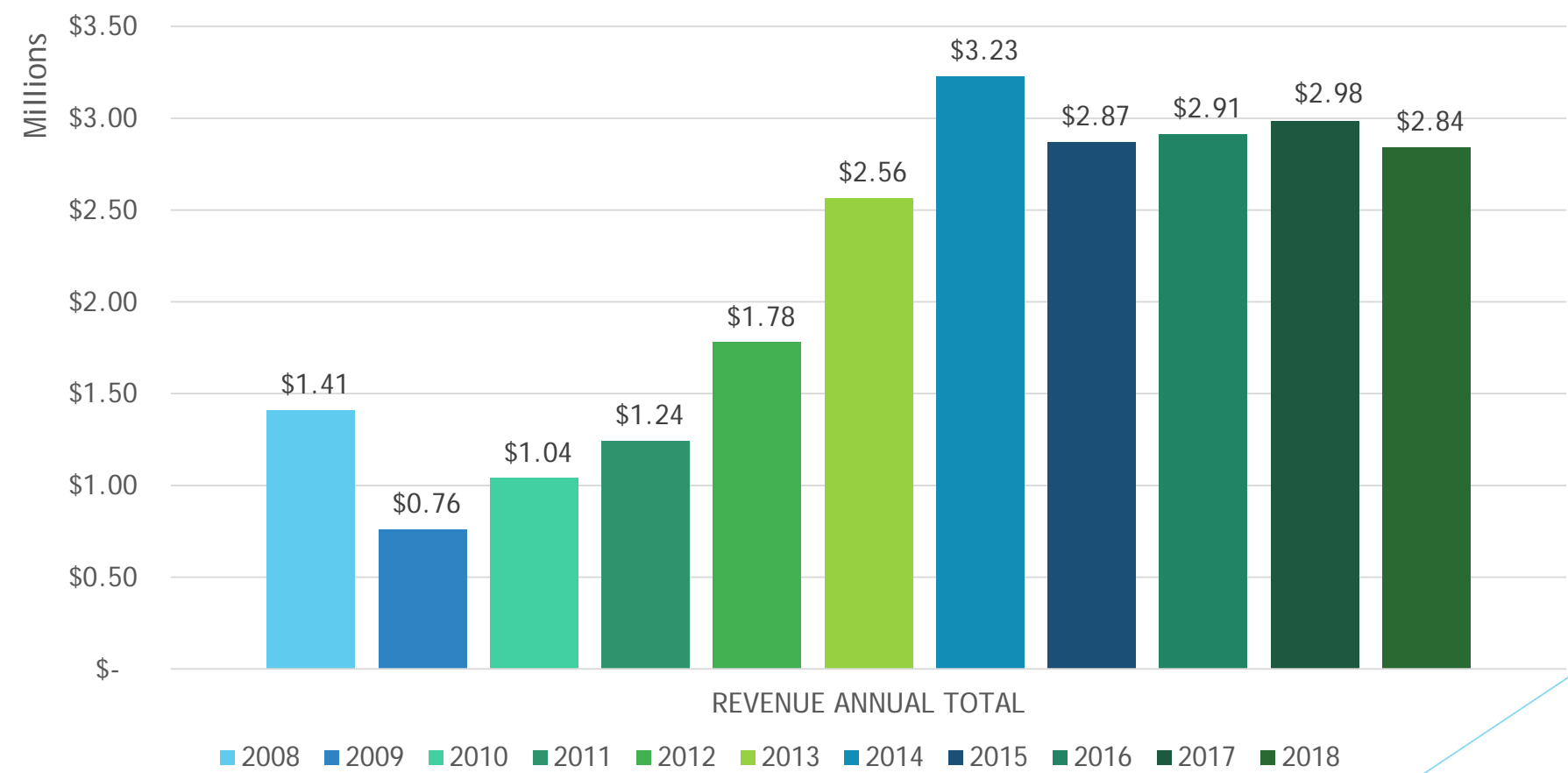
Staffing

Annual Total in FTE's 2008-2018



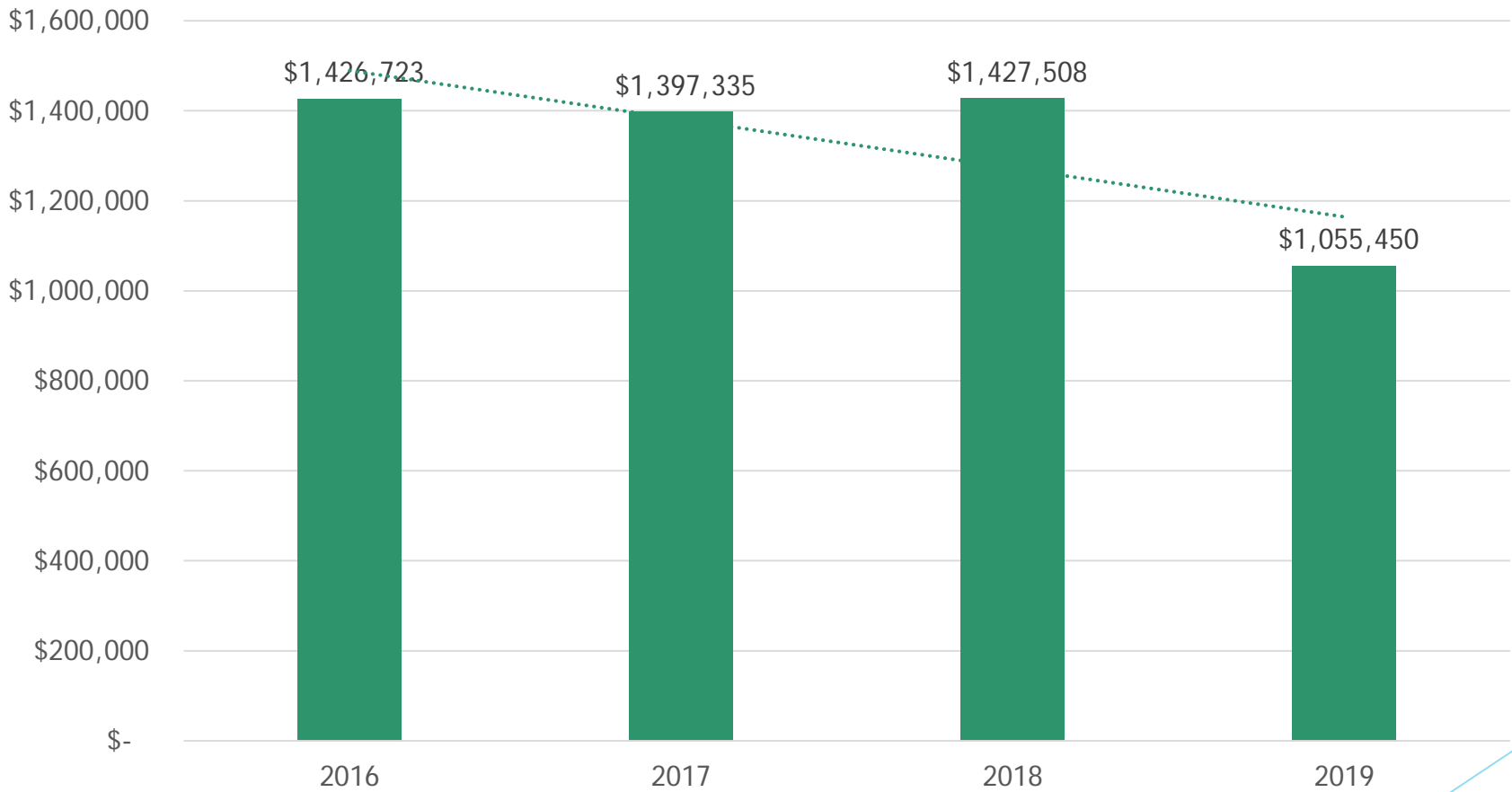
Revenue

Annual Total 2008-2018



Revenue - January to June

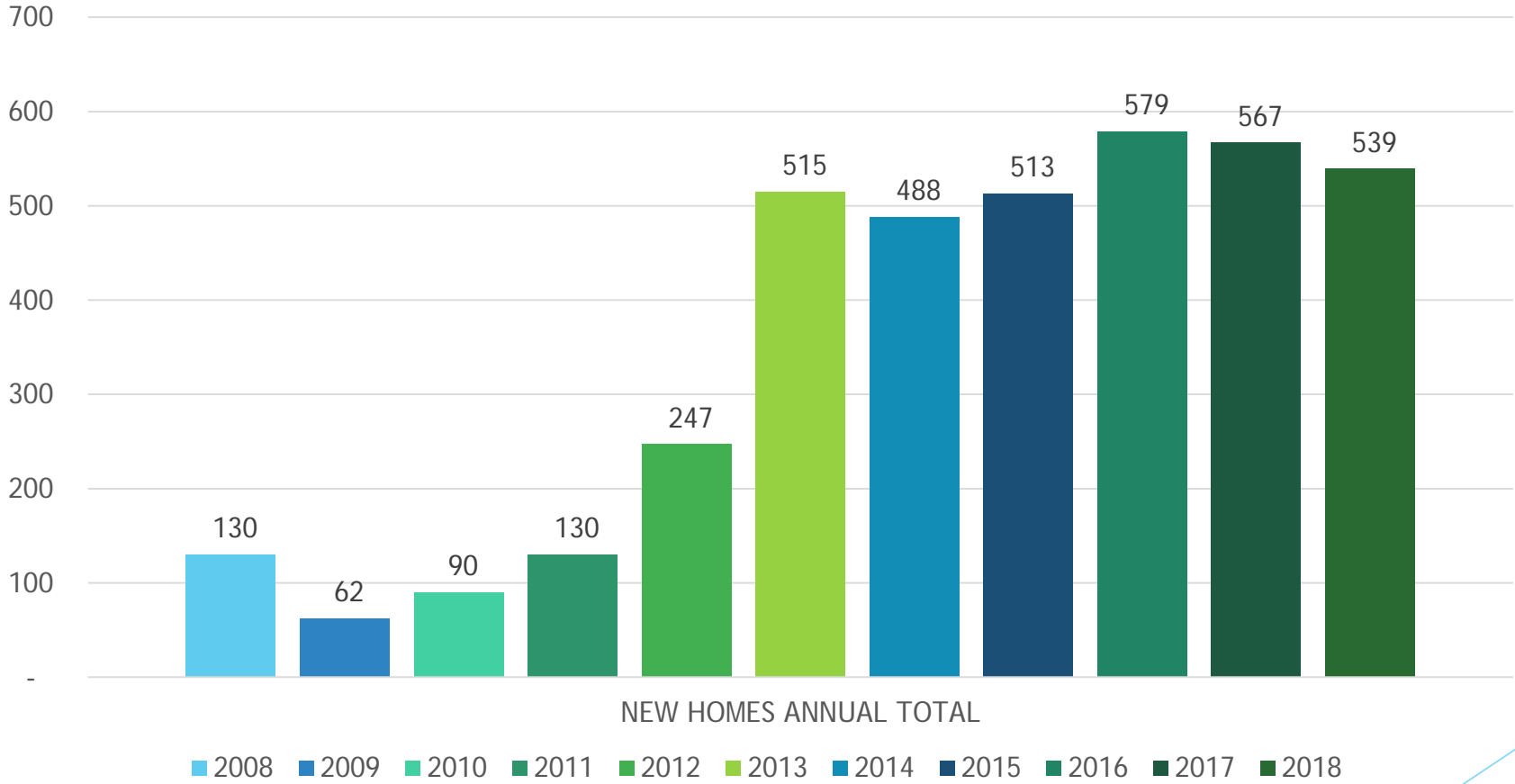
3-year Comparison



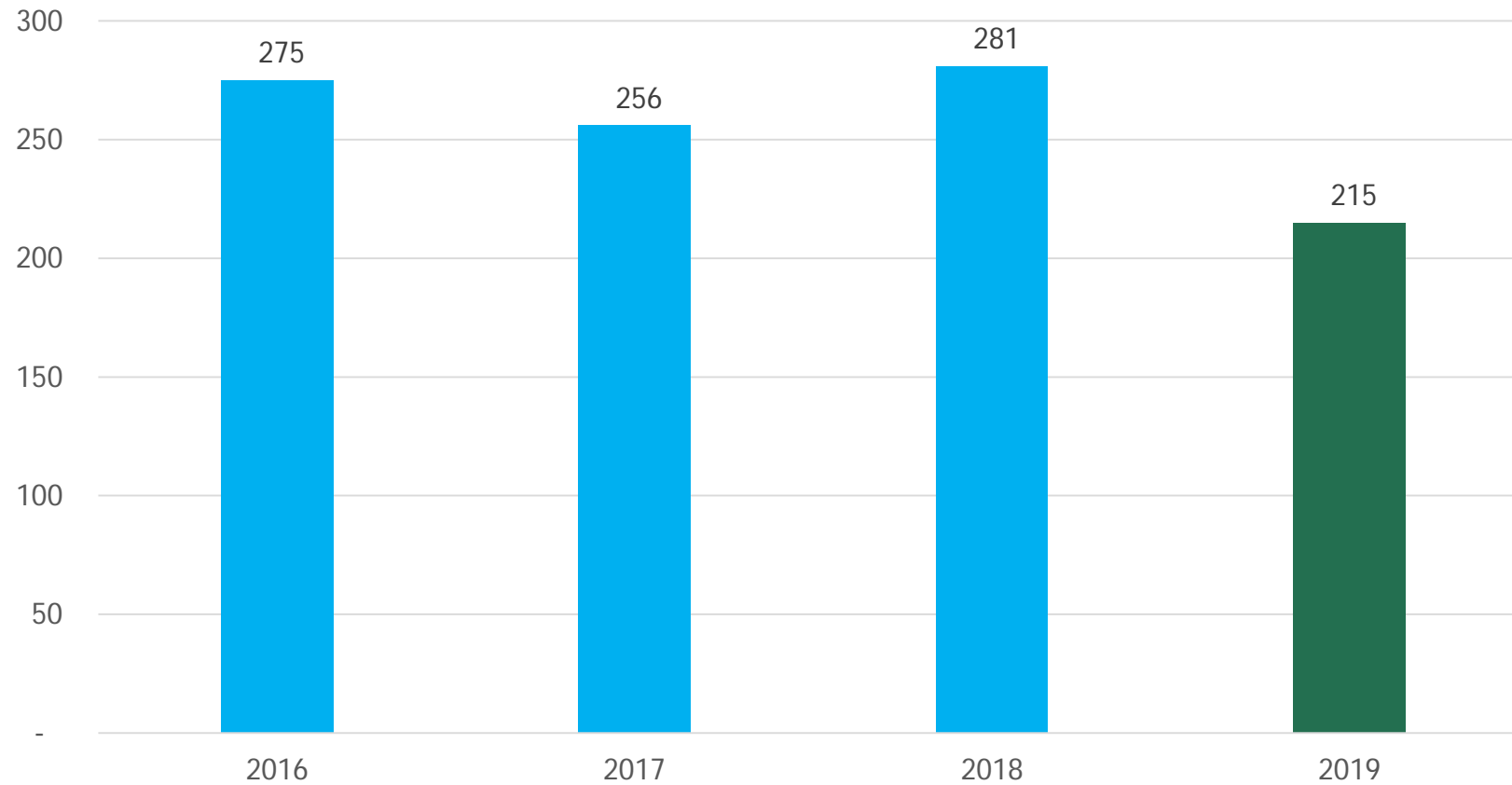
Fee Reduction Impact

- ▶ The multiplier used to calculate building permit fees as well as other permit fees were lowered for the 3rd time in October of 2017. We are seeing the result of this reduction

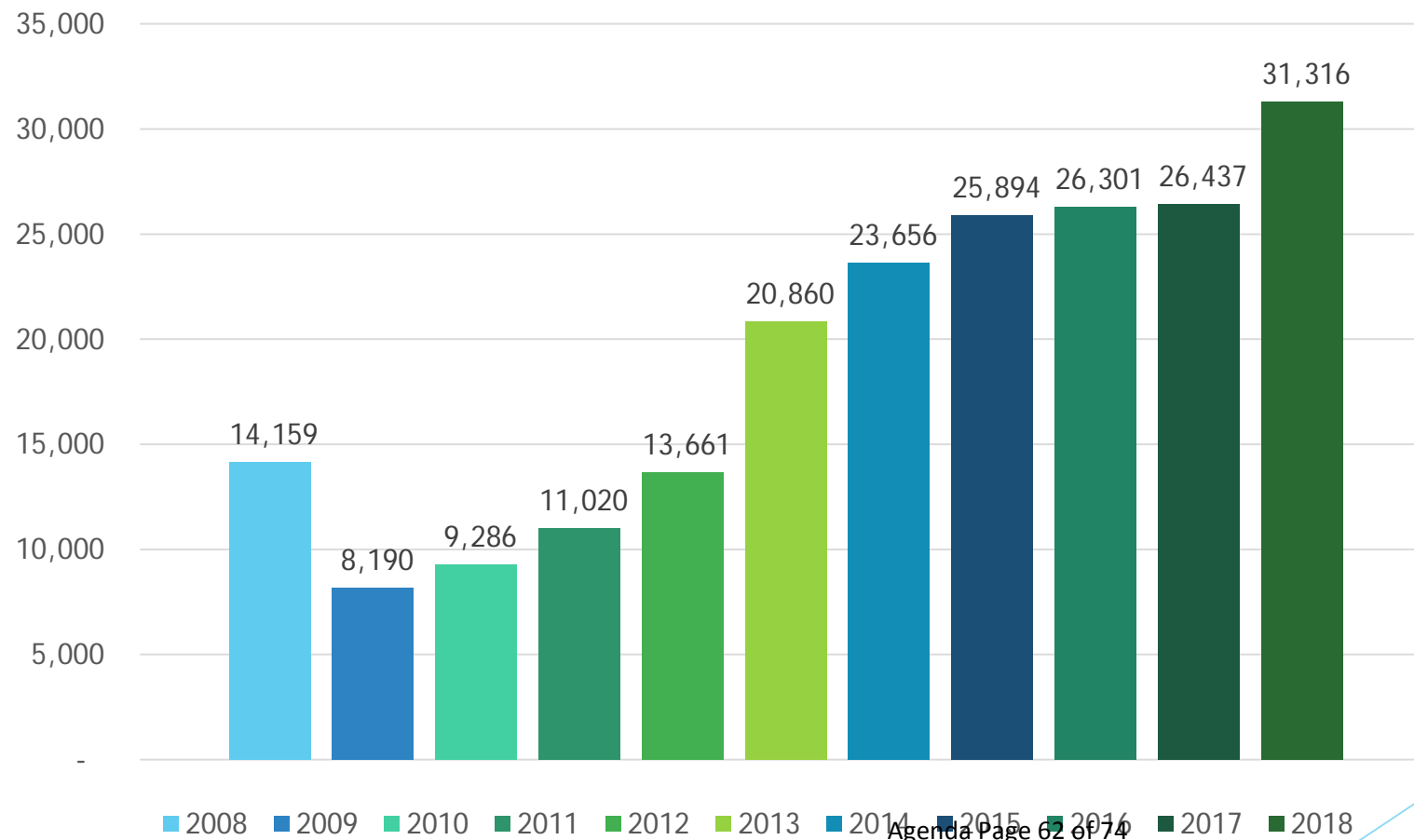
New Homes Annual Total 2008-2018



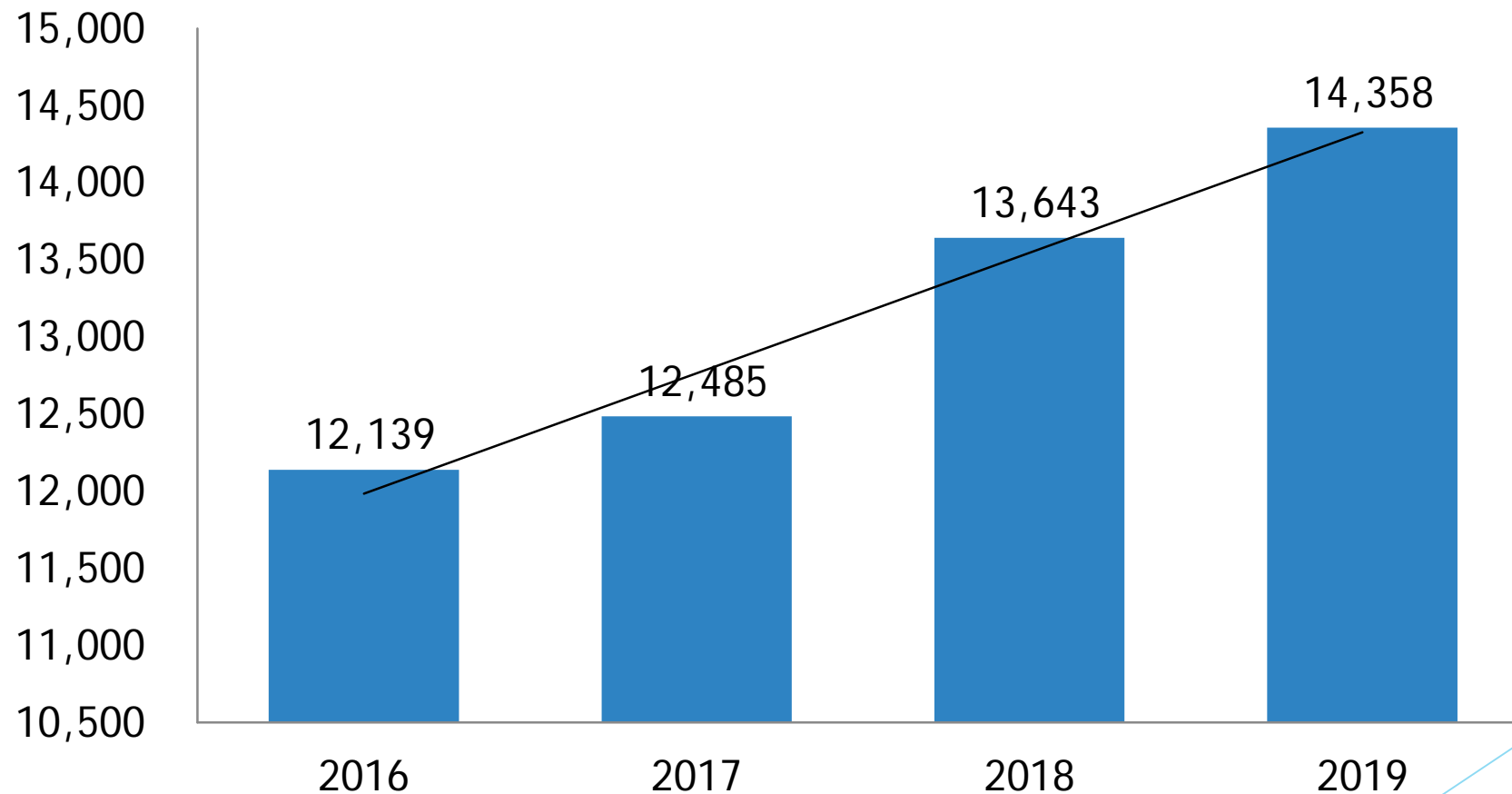
New Homes - January - June 3-year Comparison



Inspections Performed Annual Total 2008-2018



Inspections – January to June 3-year Comparison



Locker Room Project Completed in 2018

Men's Locker Room



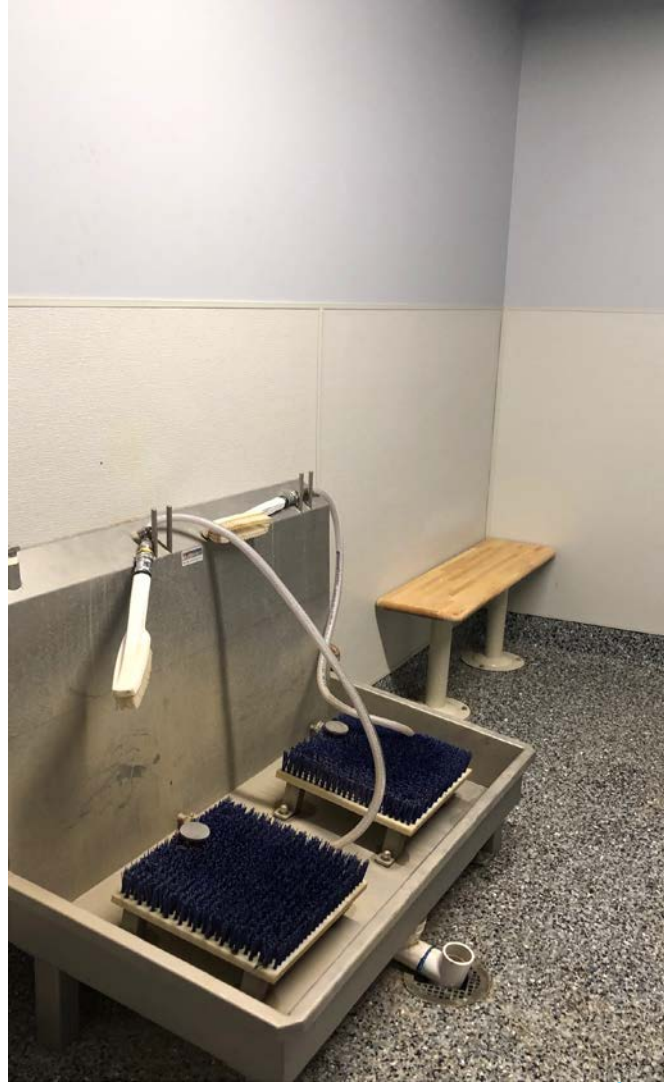


Women's Locker Room

Old Boot Washing Station



New Boot Washing Station



Saturday Inspections

- ▶ From approximately Memorial Day weekend this year through the end of the 2018 construction season, the department provides limited building inspections on Saturdays at no extra cost to the customers.

The background features abstract, overlapping geometric shapes in various shades of blue, ranging from light sky blue to deep navy blue. These shapes are primarily located on the left and right sides of the slide, framing the central white area.

Any Questions?

2018 ANNUAL REPORT

Register of Deeds – Brandon Denby



Annual Christmas party picture 2018. (photographed in the entryway to the historical court room) Santa was standing in as the Registrar for the day.

Revenue

(Attachments A & B)

The Register of Deeds office Revenue came in \$46,708.48 above our original estimates. With the economy and real estate industry stabilizing over the last couple of years, housing prices have come back up which has led to a steady decline in foreclosures. We have also experienced a shortage of inventory in our real estate market throughout 2018. Those items have led to lower revenue within the ROD office than what might have been expected.

2017 was the first full year of the newly enacted “Flat Fee” for recording services. As documented below there has been a benefit to our county around an 85k difference for 2018 vs what we would have received by the 2015 standard.

2015	2017	2018
41,191 docs recorded	38,855 docs recorded	34,783 docs recorded
Avg charge per doc \$23.51	Avg charge per doc \$30	Avg charge per doc \$30
Revenue \$986,400.00	\$1,145,385.00	\$902,006.00

Automation Fund

In 2018 we hired Nicole Powers. Nicole has a background in Information Technology and comes from a long line of small business owners in western Livingston County. She was hired initially part time to take over the position vacated by Vickie Danforth. Later in the year we made the decision to move her to a full time position which began 1.1.2019 where she will be able to help the office with our scanning and back indexing projects. Part of her position is paid for by our Automation Fund. (We also adjusted 2 other employees to receive a portion of their funds through Automation.)

E-recordings

As expected the e-recordings % of our total recordings continues to rise. In 2018 our E-recording partners submitted 65% of our recordings which is up from 52% in 2017 and 46% in 2016. Senate Bill 664 (E-Notary) and HB 5811 (Remote Notary) are officially in the books and we can expect that as the Remote and Online Notaries become accepted within our state that the number of E-recordings will continue to grow. As an appointed member of the Michigan Electronic Recordings Commission (MERC) I can let you know that it will likely be 2-3 years before we have full implementation of these bills based on our prior meetings minutes.

Software

In 2018 we went live with G2G credit card services. We have had a very positive response from our customers. Although the bulk of our funds come through check or ACH payments. We still had about 300 satisfied customers and over 11k in revenue through that system.

2018 was a contract year for our records software. We looked into multiple software companies last year and after doing so we have decided to stick with Fidlar Technologies because of their superior platform and value for service.

Foreclosure Report

(Attachment B)

Assoc. and Appointments:

2018 Elected 3rd vice president of the Michigan Assoc. of Register of Deeds (MARD)

2018 Appointed Legislative Co-Chair Michigan Assoc. of Register of Deeds (MARD)

2018 Appointed by Gov. Rick Snyder to the Michigan Electronic Recording Commission (MERC)

2018 Member of the United County Officers Assoc. (UCOA)

Educational Conferences 2018:

Fidlar Symposium

Mini MARD Spring Legislative

MARD Fall Educational

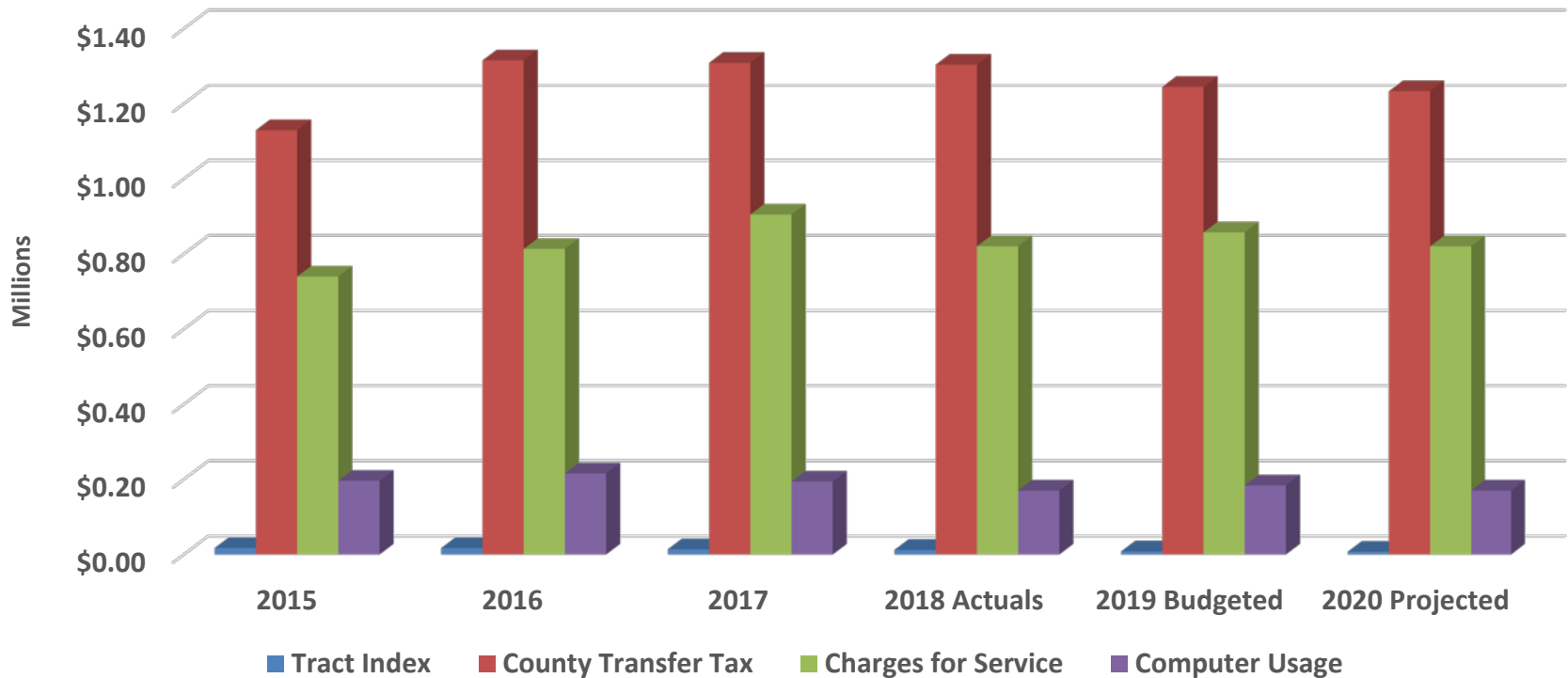
UCOA Legislative

UCOA Educational

NS3 Summit



Register of Deeds Revenue

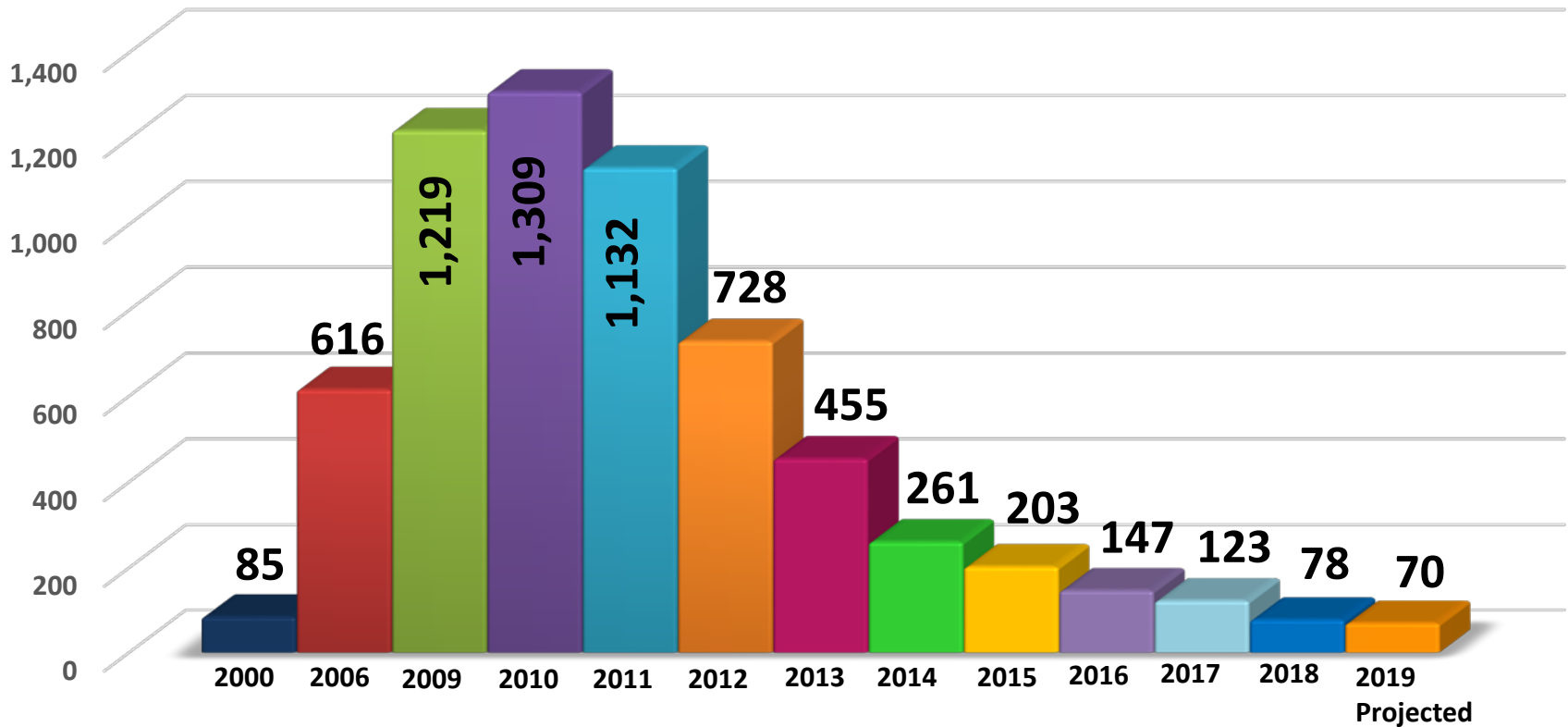


	2015	2016	2017	2018 Actuals	2019 Budgeted	2020 Projected
Tract Index	\$17,303.15	\$17,169.73	\$13,946.64	\$12,173.31	\$8,000.00	\$7,210.00
County Transfer Tax	\$1,129,594.95	\$1,315,216.40	\$1,308,852.05	\$1,303,926.43	\$1,245,117.00	\$1,233,411.00
Charges for Service	\$740,012.65	\$813,609.78	\$905,074.44	\$820,536.74	\$857,578.00	\$820,537.00
Computer Usage	\$196,149.50	\$215,927.75	\$193,996.75	\$170,057.00	\$183,830.00	\$170,057.00



Year End Foreclosures

Source: Register of Deeds



Redeemed Properties

Year	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
# of Foreclosed Properties	1029	1333	1219	1309	1132	728	455	261	203	147	123	78
% of Redeemed Properties	5%	4%	5%	9%	10%	12%	13%	8%	13%	29%	31%	31%